



**MINUTES OF THE FULL GOVERNORS MEETING OF
WHEATFIELDS PRIMARY SCHOOL HELD ON 14TH JULY 2020
Via Zoom**

The meeting being Quorate was opened at 6.03pm by the Chair

Present: <p>Governors: - Andy Moffat (Chair - AM); Theresa Thornton (Head Teacher - TT); Stuart Gilham (SG); Julie Popham (JP); Emma Smith (ES), John Anderson (JA); Sarah Rogers (SR); Dan Buddle (DB);</p> <p>Associate Members: - Emma Verney-Davies (Deputy Head Teacher - EVD); Gemma Edwards (Assistant Headteacher and SENDCo - GE)</p> <p>Apologies: - Michelle Short (MS); Lisa Ling (LL).</p> <p>In Attendance:- Mike Behnke – Clerk (Syzygy Clerking Services)</p>		
No.	Minutes	Action Point
1.	Present: <ul style="list-style-type: none"> Governors were welcomed to the meeting. The meeting was declared quorate. 	
2.	Apologies and Declarations of Interest: <ul style="list-style-type: none"> Apologies were noted and accepted as above. Andy Moffat, Emma Smith, Theresa Thornton and Emma Verney-Davies have all declared an ongoing Interest. The register has previously been updated to reflect this. 	
3.	Matters Arising not specified on the agenda: <ul style="list-style-type: none"> HTs Performance Management Interim Review Governor EYFS Visit Cambs CC – Governance Support agreement (SLA) 	
4.	Minutes of the Previous Meetings: <ul style="list-style-type: none"> <u>20.04.2020</u>: The minutes were agreed to be a true record and would be signed by the Chair at an appropriate moment. 	

	<ul style="list-style-type: none"> 20.05.2020: The minutes of the EGM were agreed to be a true record and would be signed by the Chair. 	
5.	<p>Matters Arising: <u>From 20.04.2020 minutes:</u></p> <ul style="list-style-type: none"> Governor skills audit to be placed on September meeting agenda. Other actions were overtaken by the lockdown and subsequent events. <p><u>From 20.05.2020 minutes:</u></p> <ul style="list-style-type: none"> COVID related actions superseded by subsequent events. Budget and SFVS were submitted to the local authority on time. Other actions were on the agenda. 	Clerk
6.	<p>Standards Committee Issues: <u>End of Year data Summary (EVD):</u> Governors had received the Whole School data grid together with a narrative. EVD summarised the key points:</p> <ul style="list-style-type: none"> Spring assessments were completed by closure time in March. Therefore the figures in the Spring data column are actual figures as opposed to those for summer, which show the percentage on track, based on what was expected the children would have got by the end of the year, had they done their full term of learning. As it has been impossible to determine the level of home learning being completed, baseline assessments will be done in September, with previous summer assessments used, to determine what gaps there are. Adjustments will be made where appropriate. The government expectation is that all primary schools (or majority of pupils) will be back on track by summer 2021. Governors expressed their thanks for having the chance to view the data in this format, to help better understand what would be required for September. <p><i>Q: A lot of the figures in the summer term are the same as those for the spring term, whereas ordinarily, we might have expected term later people to be a few points higher? Year 3 for example, the combined figure seems to have gone down and then up? We've accepted that they are at the same level as in spring?</i></p> <p><i>A: That's exactly what we've done. We've used the spring figures because we had that from the solid data assessments we did before the Easter holidays. We used that as the basis for the summer data. We didn't make any assumptions that a child would go up or down. Generally speaking, there will be a few who are dipping, based on some teachers having seen their children in school, key worker children who have been in there since 23rd March, teachers being able to make a firm assessment on those.</i></p> <ul style="list-style-type: none"> EVD added that where she thought a difference would be seen in September, is not necessarily in the ARE figures, but in the GDR. That's because it is hard to evidence when the home learning has been done, meeting the majority of the levels of those pupils. In the classroom there would be scaffolding and extension activities to stretch the pupils, that has not been possible with home learning. 	

	<ul style="list-style-type: none"> It was also noted that the gaps may not be in the same places as ordinarily expected, especially due to home learning. The recovery plan (still in construction) recognises that there are new groups of vulnerable pupils coming out of lockdown which may not necessarily have been a group before and who may need to be focused on, to help recover the gaps. 	
7.	<p>Reports – Head Teacher:</p> <p><u>Current Position:</u></p> <ul style="list-style-type: none"> Opened to Year 6 which has gone down well. All the children expected, have come back bar 1 child, their space being able to be filled. Home learning continues for that year group, alongside the learning in the classroom. The focus for Year 6 in particular, has been around transition and working with the Ivo, teachers there making contact with pupils and all the tutor groups have been released. A story bubble was offered to each year group to come onto the premises, groups of 15 to be with their current teacher. Enjoyed by both teachers and children. Transition videos have gone out which have been well received. Guidance was received, regarding pregnant women in their final trimester shouldn't be at work, unless they are socially isolated. This affected 1 teacher and as a result, another teacher has been recruited from September. <p>Q: Are all those videos on the website?</p> <p>A: Yes.</p> <ul style="list-style-type: none"> Parent governors reflected on their personal situations providing positive feedback on their children returning to school. <p><u>Weekly Risk Management review:</u></p> <ul style="list-style-type: none"> The risk management plan for September is currently being reviewed. It has been easier to produce as the basic structures have remained the same from the March lockdown eg washing, hygiene etc. The main concern is about the numbers that will return, particularly around the arrival and exit times of pupils/parents to ensure that all are safe and socially distanced at the gates. Some incidents have had to be tackled where there has been mixing of parents, and staff will be at the gates in September to ensure that everything is working. The key issue is to remind parents to adhere to their 20 minute window and avoid chatting. The HT added that it might at some point, require a stronger worded letter from the governors to parents around timings, staggered starts and finishes. The plan review will continue, and once it is finished, it will be sent to governors for information and to the LA for quality assurance. The LA then communicate this further to the Unions. Parents will be sent their start and finish times this week. <p>Q: Where you've said that parents shouldn't hang around, what will be the suggestion where they drop off for 1 year and their other drop off window isn't for 10 minutes?</p> <p>A: They will have to wait at a social distance. At the moment, it will be either on the school playground or outside the school premises. We're lucky that we have space around the gates. At the moment it's better to open the gates at 10 minute intervals and let the parents in to wait for their children who won't be lining up, but</p>	TT

walking straight to their classrooms and then the parent going back out again. We're expecting each year group to do that in 10 minutes. If they have a sibling, they will have to wait until it's their slot.

Home Learning:

- Feedback from the transition email which mentioned home learning, generated 165 responses, 3 of which said they weren't happy around the learning which had been provided, because they wanted face-to-face video sessions.
- Success of the home learning won't be known until children return in September, baseline assessments made and the impact known.
- Emails received have been sent onto the teachers who now have a wealth of information/parent's views, which they've not had previously.
- The timescale for returning the information requested was queried and would be looked at for any future questionnaires.

September return:

- There is a scientific review scheduled for 11th August so schools won't know if they're definitely opening until then.
- The expectation is that every year group can return and the bubbles can be class size or year groups. Within each year group, there will be 2 teaching size bubbles. The year group can also share toilets and cloakrooms.
- Singing and shouting are supposed to be avoided, music lessons will have to be reassessed and Italian lessons for KS1 suspended until January, only being allowed in KS2.
- Friday afternoons will be kept as a temporary structure for PPA because the PPA would involve 7 different adults who work in 7 different bubbles going into 7 other bubbles. The HT felt that this would minimise risk and is a better organisational structure that has been proven to work for the teachers to remain with their children for the week. The only time this would change is if a teacher needs relief time, hopefully to be covered by an adult already in that bubble.
- All other processes and procedures remain the same as before eg entrance and exit points being the same as the class exit points.
- There were 2 minor changes to the entrance points for Year 3 noted.
- PE will continue apart from indoor use, there being a higher risk of transmission.
- Shortened lunchtimes will be staggered, reducing the volume of children at any given time.
- Each bubble has its own play area and use of PE equipment planned for use by each bubble for a certain given period.
- Kids Club was advertised for the holiday with 15 spaces available. The take up was too small to make it viable for the summer, but it is hoped to have it open during the 2nd week back in September. As long as the bubble stays consistent in terms of its members, it is not considered a risk.
- Governors were alerted to the fact that if a COVID case in Kids Club is confirmed and they have been in a class bubble or vice versa, this would mean that 2 bubbles or all of the children who had attended Kids Club may need to be sent home.

	<ul style="list-style-type: none"> The guidance states that if a bubble goes into self isolation, then home learning needs to be ready to start the following day. As a result, training has been booked for September, from the IT Service for staff to look at Google Classroom, which will then be used as the teaching platform. <p><i>Q: Are you required to have provision in place if this rumoured 2nd wave materialises? Is this part of the Google classroom thinking that that will be brought in?</i></p> <p><i>A: Yes. We have got to be ready able to reach more children in an easier way, bearing in mind that staff will be affected as well. It's about educating them in the best way if they're not going to be with us.</i></p> <p><u>Known Actions required:</u></p> <ul style="list-style-type: none"> Get the plan finished and circulated. Parents need to be alerted as soon as possible regarding the timings which range from 8.30-9.00am and 3.00-3.30pm with the Friday afternoon different. <p><u>SEND/PP:</u></p> <ul style="list-style-type: none"> The government has tasked each local authority with seeking the views of every child with an EHCP. Questionnaires have gone out to each family with a child with an EHCP, those have been fed back to each school and the school then tasked to add an appendix to each EHCP, currently being done by GE. This records provision that has occurred during lockdown. Individual meetings have been set up with some families who have expressed concerns about the September return, looking at what can be done additionally for them when school reopens. A lot of work is being done overall, around children's mental health and wellbeing. In addition, being part of a Mental Health and Wellbeing project, the school will have 2 trainee psychologists working with the school, based remotely providing a training session on the other training day in September on transition and being back in school. Each teacher will have questions to work through and planned opportunities for the children to talk. The school also has 2 clinicians that they can refer parents and children to, providing a self-help tool for parents to manage their children's anxieties. In terms of PP, information is still awaited around Catch up funding allocations. EVD will be assessing spend to date. <p><u>Staff Welfare:</u></p> <ul style="list-style-type: none"> Overall has gone well, in a tricky situation. Videos and seeing children has given staff a boost. Check ups are done on those staff working from home. Most staff have been in, getting over the worry threshold. Staff will have a break over the summer, which has been communicated to parents, 'out of office' being placed on class emails. Any communication should be via the office in the last week of term, picked up and redirected. <p><u>Nursery:</u></p> <p>Governors have been sent various documents on the Nursery to consider.</p> <ul style="list-style-type: none"> Once a decision is reached today, if it is positive, then staff will be TUPE'd across in September. The process lasts 30 days, giving enough time, the school then coming officially under Section 17 Ofsted inspection from the return after October half term. Financially, predictions have been attempted using a toolkit to show cash flow. This was sent to governors. 	
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	<ul style="list-style-type: none"> • This is based on current numbers in the nursery, 20 attending in the morning and 20 in the afternoon. The risk is that there won't be any children, unlikely, as there have already been 14 enquiries made about 3 weeks ago. Places will be lower this year due to COVID. The above numbers have been consistent over the last 3 years. • Other costs relate to admin and rental charges. The building is owned by nobody but sits on school land. • There is a carry forward that can be used as part of the transition. • EPM have confirmed that staff would be paid the same with no increase, the only increase being if any extra staff were needed around 1:1 support for any children with complex needs. • There is capacity in the EY team. A potential cost would be in recognising the additional leadership that Alex in the EY team would have, needing to finance some sort of leadership points for her, because she will be running the nursery and bringing it up to scratch with regards to teaching and learning. There is capacity for her to do that with the current staff and those that will be TUPE'd over. <p>Q: Will the nursery hours be the same as the school hours 8.30 to 3.00ish? Could that affect the number of people that may sign up?</p> <p>A: We have talked about it in the past. From my point of view, I want to get it up and running and then my intention is to have wraparound and holiday provision. We need to get it going first because we've been hesitant around having 2 and 3 year olds, but apparently it can be better financially, because there's a higher level of funding for 2 year olds. My view would be that we open like for like. From October half term, the only difference will be that the school will now be involved in the teaching and learning of nursery. Time will also be needed whilst the policies are reviewed.</p> <ul style="list-style-type: none"> • Governors advised that there may be potential staffing losses during the TUPE process and to plan for this, due to the changes and culture shock in bringing in teaching and learning. • The HT outlined and emphasised the experience in her current EY team, which she felt where well placed to make the nursery a success. • MS in her email to the Chair stated that she was fully in 'support of the Nursery acquisition. Even if the numbers look tight, it's the perfect way to ensure a pipeline of pupils into WPS'. <p>Q: Whilst a deficit could be run potentially, what is the minimum amount of people needed to attend and how much of a deficit is ok? Is it going to be massively detrimental to the school if there isn't much uptake this year?</p> <p>A: We don't have the answer to that. Based on the information we've got, I haven't got enough detail to work out what the minimum would be. We tried to get there with the financial support from the local authority but we haven't been able to get there for this meeting. Worst case scenario is that we'd have to close. The advantages will hopefully outweigh those risks.</p> <ul style="list-style-type: none"> • It was noted that if there were only 10 in each session, then the figures indicate a £7-8,000 loss, the numbers already being above that at 14. • In terms of fundraising the nursery, based on historic evidence, has done well. 	
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	<ul style="list-style-type: none"> The Chair added that he hoped the offer that Wheatfields could make to parents would be a better one than currently and whilst potentially, there could be a financial impact short term, medium term and longer it was hoped that it would improve and that the right things were being done for the school and nursery. The answer will lie 2 or 3 years down the line. <p>Q: What's the life of the Unit? There's nothing in the plan for refurbishment costs?</p> <p>A: We put in building maintenance but there's not been any assessment of the building, although it has had a new roof about 3 years ago. It is in good condition but if we can prove that we are providing a good service to the community and it's falling down, then whose job is it to provide that service to the community?</p> <ul style="list-style-type: none"> With no further discussion, the proposal of whether the school should proceed with taking on the nursery, was put to the vote. <u>This was proposed by the Chair, seconded by JA and unanimously agreed by all governors.</u> 	
8.	<p>Governing Body Matters:</p> <ul style="list-style-type: none"> In terms of governor support to SLT, the HT stated that at some time in the future, help may be required from the FGB should the school be challenged around the arrangements for September or beyond. It was agreed that should it be necessary to meet after 11th August, a virtual meeting could be called to discuss matters. The Chair on behalf of all governors, expressed their thanks to the HT, SLT and all the staff at the school for their dedication and tireless work over a very difficult period. 	ALL
9.	<p>Finance:</p> <p><u>Budget Update:</u></p> <ul style="list-style-type: none"> It has been recognised that money will be tight, with an overspend eating into the carry forward. JP reported that she was in the process of submitting a claim for some of the expenses due to COVID, cost as yet unknown. New EHCP plans gained will provide additional income. Any additional government offers were unknown. Additional costs have been around sanitisers and wipes, gloves, aprons, deep clean of carpets as well as increased costs around assessment materials and the purchase of mental health training for staff with supporting the children's needs. Claims can be submitted up to £30,000. Only expenditure still being incurred in relation to the Kids Club is 1 member of staff's salary. The remainder are on temporary hours which has worked in the school's favour. <p><u>Premises update:</u></p> <ul style="list-style-type: none"> A new roof is to be provided by the local authority, apart from the new front door which the school will put £5,000 towards. 	
10.	<p>Policies:</p> <p>The following policies were ratified by the governors:</p> <ul style="list-style-type: none"> Behaviour and exclusion 	

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

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