



# FLEET PRIMARY SCHOOL

**DRAFT** Minutes and actions ([here](#)) from the Full **ONLINE** Governing Board Meeting held on Thursday 21<sup>st</sup> May 2020 at 5.30 pm

## ATTENDANCE

Kim Issroff – <b>Chair</b>	✓
Janet Guthrie – <b>Vice Chair</b>	✓
Don McGibbon – <b>Headteacher</b>	✓
Marcus Boyland	✓
Caroline Heal	✓
Sabiha Khan	✓
Marianne Porter	✓
Sinead Costelloe	✓
Ellie Melkuhn	✓
Oonagh Pierce	✓
Annie Balme	✓
Rebecca Combes	✓
Margaret O’Sullivan	✓
Jon Rohoman	<b>APOLOGIES</b>
Hannah Shipp	<b>APOLOGIES</b>
<b>OTHERS PRESENT:</b>	
Becca Wall – <b>Deputy Headteacher</b>	✓
Debbie Barry – <b>School Business Manager</b>	✓
Pete McGuigan - <b>Clerk to Governors</b>	<b>APOLOGIES</b>

	ITEM	ACTION
<b>1</b>	<b>Welcome and apologies for absence</b>	
<b>1.1</b>	<p>Kim (KI) welcomed everyone and opened the meeting at 5.30 p.m. Governors had received and accepted apologies from</p> <ul style="list-style-type: none"> <li>• Jon Rohoman was present for part of the meeting but had technology issues</li> <li>• Hannah Shipp (who had sent some questions for the meeting)</li> <li>• Pete McGuigan</li> </ul> <p>Kin noted</p> <ul style="list-style-type: none"> <li>• the unusual circumstances of the meeting, being online because of the Covid crisis partial shutdown</li> <li>• that the meeting would be recorded so that Pete (PM), who was</li> </ul>	



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	unable to attend, could minute the meeting retrospectively	
<b>2</b>	<b>Declarations of Interest</b>	
<b>2.1</b>	There were no declarations of interest for the meeting.	
<b>3</b>	<b>Governance</b>	
<b>3.1</b>	<p>KI noted that</p> <ul style="list-style-type: none"> <li>Samir Shah's term of office had ended and Annie Balme's (AB) was due to end, but AB had agreed to remain as a Governor until a new parent could be elected. <b>(PM to update GovernorHub to reflect this)</b></li> <li>new Parent Governor elections would be held when possible, probably during the autumn term. Don <b>(DM) to organise)</b></li> <li>with Samir having left, a new Chair of Finance committee was needed, and KI asked <b>Governors to contact her if interested in volunteering for the post</b></li> <li>with the Covid crisis, it was not possible to use normal systems for judging Governance and <b>KI asked Governors to contact her with any comments or concerns</b></li> </ul>	<p><b>PM</b></p> <p><b>DM</b></p> <p><b>All</b></p> <p><b>All</b></p>
<b>4</b>	<b>Minutes of the previous meeting (10.2.20) and matters arising</b>	
<b>4.1</b>	<b>Governors agreed the accuracy of the previous minutes from 10.2.20 – KI to sign a copy for the record and PM to scan and upload to GovernorHub when possible.</b>	<b>PM</b>
<b>4.2</b>	<b>Governors agreed to consider matters arising at a later date.</b>	<b>FGB agenda</b>
<b>5</b>	<b>Committee reports</b>	
<b>5.1</b>	KI noted that since Committee meetings had been cancelled due to Covid, there would be no reports. However, committee matters would be discussed at other points during the meeting	
<b>6</b>	<b>Policy Review</b>	
<b>6.1</b>	<p><b>Governors agreed the previously-circulated policies for</b></p> <ul style="list-style-type: none"> <li><b><u>Health and Safety</u></b></li> <li><b><u>Whistleblowing</u></b></li> </ul>	
<b>7</b>	<b>Budget / Finance update</b>	
<b>7.1</b>	KI noted that part of the discussion for this item would be confidential	



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	<p>and affected staff left the meeting.</p> <p>DM presented the previously-circulated budget update papers for 2020-21, following meetings of the Finance and Personnel Committees the previous term, which had agreed the draft budget.</p> <p>DM highlighted:</p> <ul style="list-style-type: none"> <li>• the 2019-20 outturn had been better than expected (an in year surplus of £6k, leading to a carryforward into 20-21 of £111k), because of             <ul style="list-style-type: none"> <li>○ Camden charging less than agreed for SLAs</li> <li>○ Increases in donations, SEND funding and grant funding</li> </ul> </li> <li>• this in turn, had a positive impact on the 2020-21 budget, allowing DM to propose             <ul style="list-style-type: none"> <li>○ an agreed part-time teacher post (0.6) being increased to full-time in September (noting the likely need to reduce staffing costs in 2021-22). DM noted that this would provide more much-needed pupil support when children returned from the long Covid crisis break</li> <li>○ an in-year deficit of £27k, leading to a reduced carryforward into 21-22 of £84k.</li> </ul> </li> <li>• <b><u>Governors formally agreed the proposed 2020-21 budget, including this change to the original spending plan.</u></b></li> </ul> <p>Through questioning and challenging, Governors established that:</p> <ul style="list-style-type: none"> <li>• Government support for Covid costs would likely only come to schools with low, or no, excess balances.</li> <li>• the Finance Committee had agreed the plan to support year on year budgets, which would reduce the reserve carefully over 4 years, starting the previous year (2019-20).</li> </ul>	
<b>8</b>	<b>Headteacher's report</b>	
<b>8.1</b>	<p>DM presented the previously-circulated Headteacher's report and through questioning and challenging, Governors established that:</p> <ul style="list-style-type: none"> <li>• for the new 2020 confirmed intake of 30 Reception children and 25 Nursery children, most of the families were already known to the school. For families new to the school, initial meetings would take place early in the autumn term in school, rather than doing home-visits, with the possibility of a school presentation or phone calls during the summer term. However, it was not currently clear how all this would be managed due to school partial closure and social distancing measures</li> <li>• there was no clear way to measure pupil engagement with school work during closure, although teachers did have a sense of it for their classes, and would continue to monitor and</li> </ul>	



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	<p>encourage all children, including when year groups were invited to attend school, later in the term. Any concerns were passed to DM and were followed up as much as possible. Teachers had also devised work to attract specific children who did not appear to be participating.</p> <ul style="list-style-type: none"> <li>• apart from a member of staff not returning after maternity leave (already mentioned), there were no staff changes expected for September. Mindful of continuity, DM had already decided on staff deployment for 20-21, and would update staff after half term</li> <li>• end of year reports would contain teacher judgements, based on predicted end of year achievement, which had been made in March, i.e. before school was closed. There would also be a covering letter with each report, explaining how the school was managing assessment and reporting in the circumstances, with baseline assessment planned for September. Unlike previous years, objectives would not be included with the reports.</li> <li>• for Y6 children, it was not yet clear how secondary schools planned to manage either the transition to Y7 or initial baseline assessment. Local primary schools had agreed to provide the same information to secondary colleagues as to Y6 children and parents, with some individual contextual information where appropriate. DM would ensure that Y6 children and parents would be kept informed as much as possible.</li> <li>• staff at Fleet had done a remarkable job during the crisis, including by letter, online, and telephone contact with parents, which was recognised and valued by many parents, and the local community - Governors thanked and commended DM and the staff team for it.</li> </ul>	
<b>9</b>	<b>School Re-opening update</b>	
<b>9.1</b>	<p>KI updated Governors on the context of school re-opening, including that :</p> <ul style="list-style-type: none"> <li>• there was a wide variety of responses and plans across Camden schools</li> <li>• the responsibility for wider opening plans, based on a comprehensive risk assessment, lay with the Headteacher and SLT, rather than Governors, whose role was to scrutinise the process and ensure maximum safety</li> </ul>	
<b>9.2</b>	<p>DM presented the previously-circulated documents, and, with Governor challenge and questioning, highlighted that:</p> <ul style="list-style-type: none"> <li>• Fleet had been open every weekday except Bank Holidays (with no demand on these days), including Easter and half terms, to vulnerable, and key worker children, but with low take-up,</li> </ul>	



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	<p>(currently around 10-13 children attending)</p> <ul style="list-style-type: none"> <li>• Government direction was to             <ul style="list-style-type: none"> <li>○ open the school from 1.6.20 to Nursery, Reception, Y1 and Y6 children in groups of no more than 15 for school aged children and 13 Nursery aged children, in ‘bubbles’, which would be segregated from other bubbles have minimum cross-over of staff, to avoid potential cross-contamination</li> <li>○ not enforce social distancing within bubbles, particularly for younger children – DM reported that this was causing concern with staff and parents</li> <li>○ ensure regular and frequent cleaning of the site, (particularly for any shared areas, e.g. the dining hall), and separate resources and materials for each bubble</li> <li>○ keep windows and doors open, and ensure children access outdoor provision as much as possible</li> <li>○ continue with personal hygiene arrangements for everyone on site</li> <li>○ offer provision to all year groups before September for a month</li> <li>○ make decisions, based on school-centred risk assessments, and schools’ unique circumstances</li> </ul> </li> </ul>	
<p>9.3</p>	<p>DM reported that</p> <ul style="list-style-type: none"> <li>• it was not possible to meet all Government requirements on the Fleet site, and maintain social distancing for all children. with only 9 rooms, including the Qube, restricted site access points, narrow staircases, and limited numbers of staff, with a high number of children requiring 1-1 provision</li> <li>• Unions had advised staff not to engage with the planning process. DM had liaised and shared planning with Unions, who were currently not opposed to the plan. There had been a similar positive response from Jon Abbey at Camden Learning, recognizing the accuracy and depth of the school’s risk assessment.</li> <li>• there was a wide range of approaches being taken by other schools, depending on their size and site layout</li> <li>• at Fleet, the wider opening plan of providing part-time schooling was based on several features, including             <ul style="list-style-type: none"> <li>○ widest access for all children, with their own teacher where possible, balanced with the needs of children with EHCPs</li> <li>○ safety through limiting contact in school</li> <li>○ support for home learning for children not returning</li> <li>○ support for staff suffering anxiety and concerns,</li> <li>○ although PPE not recommended by the DfE or Public Health England, Fleet would provide PPE for any intimate care of children, and for any staff who wished to wear it</li> </ul> </li> </ul>	



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	<ul style="list-style-type: none"> <li>○ avoiding excessive staff workload – e.g. through flexibility over staff home circumstances, including their own childcare arrangements. DM encouraged staff to discuss any problems with him</li> <li>○ ensuring consistency of approach</li> </ul>	
<p>9.4</p>	<p>The plan was to:</p> <ul style="list-style-type: none"> <li>● set a timetable for groups (bubbles) of no more than 15 for each class (i.e. 2 per class), basing bubbles, as far as possible, on             <ul style="list-style-type: none"> <li>○ children being with their regular class teacher and TA</li> <li>○ siblings in on the same days – (Monday and Tuesday or Thursday and Friday),</li> <li>○ friendship groups</li> <li>○ in response to parental needs or wishes</li> </ul> </li> <li>● continue to offer daily provision for vulnerable and key worker children, with work from their year-group bubble available, as much as possible</li> <li>● retain the membership of the bubbles for the rest of term, regardless of attendance, starting on Thursday 4.6.20 and a phased return for year groups, with all children accessing school by the end of the week beginning 6.7.20.</li> <li>● DM noted that as more year groups re-entered school, the arrangements would become more complex, e.g with staggered breaks and lunchtimes.</li> <li>● arrangements for each phase would be informed by learning from the previous phase and there would be capacity for all children if parents chose for them to return.</li> <li>● DM noted that             <ul style="list-style-type: none"> <li>○ plans could change if there were problems with staffing due to illness or non-attendance, including for staff with underlying medical conditions or high levels of anxiety, and parents would need to be flexible over accessing provision – not all parents would have their individual needs met.</li> <li>○ the school would offer the provision as described, and the decision to send children would lie with parents, probably based on family circumstances, with encouragement, rather than pressure from school. (Governors queried the allocation of staff to bubbles, e.g. if there were very few children in each bubble, whether the fairness of pupil-access, could outweigh efficient and effective use of staff time and energy. DM agreed that it would be managed as efficiently as possible, including staff working from home if not required in school</li> </ul> </li> <li>● divide the week in two, with bubbles attending for 2 days - either Monday and Tuesday, or Thursday and Friday, with</li> </ul>	



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	<p>Wednesday closed (except for vulnerable and key worker children) for cleaning, family contacts, preparation and time for staff to focus on online learning.</p> <ul style="list-style-type: none"><li>• DM noted that as staff increased their presence and work in school, there would be less time for creating dedicated home learning tasks and ideas</li><li>• DM highlighted the problem of providing for vulnerable and key worker children and keeping bubbles apart – children could only be in one bubble, so children in the vulnerable / key worker group could not also be in their class bubble. This was queried by Governors and DM reported that the DfE and Camden guidance was for children to remain in a single bubble to avoid the possibility of cross contamination</li><li>• stagger start times and use all site access points, to avoid congestion at the beginning and end of each day</li><li>• require parents to have minimum access to the school site and no access to the building, encouraging children to make their way through the site</li><li>• stop serving lunches and provide or encourage packed lunches, to be eaten in classrooms or outside</li><li>• ensure that classroom layouts help to maintain physical distancing, including maximum use of the outdoor environment</li><li>• provide children with individual packs of resources.</li><li>• DM noted that physical distancing would be most challenging with younger children, e.g. ensuring restrictions on normal 'freeflow' in Nursery and the removal of soft surface resources such as role-play clothes or soft toys. Governors noted that maintaining social distancing and constant cleaning / hygiene would be even more difficult for adults in classrooms. DM reported that each bubble would have its own cleaning pack and all staff would have to meet the challenge in class and around school, of maintaining cleanliness and hygiene. This would include staff cleaning as they go, and the current cleaning team having sufficient capacity to play their part, with good management and monitoring, already arranged with the cleaning contractor</li><li>• deploy staff not required for direct teaching, to contact children and families not in school</li><li>• plan a curriculum that includes a form of baseline assessment to determine children's confidence, mental health and key learning</li><li>• write to parents the following day, with detailed plans and reasons</li><li>• follow any further advice on providing the safest possible environment, including if specific advice is given on groups particularly at risk, e.g. BAME pupils or staff</li></ul>	
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	<ul style="list-style-type: none"> <li>• manage transition from current year groups to the next, as best as possible using online contact, including in school, to avoid unnecessary adult / child contact</li> <li>• DM noted that having asked parents, the likelihood was for a low number of children to return initially. However, numbers would hopefully increase as parents became more confident about the school arrangements and the national Covid situation.</li> <li>• DM also noted that school provision would be very different from normal, and this could discourage some parents and children from attending, particularly if they were managing well with home provision</li> <li>• Marcus (MB) agreed to pursue with Camden, potential widening of Fleet Road at the school gate, to help ease congestion at school ingress / egress times</li> <li>• with no guidance or support from Camden or the DfE for staff who have to commute by public transport, DM was encouraging staff to discuss it with him on a case by case basis to consider what support could be offered, including             <ul style="list-style-type: none"> <li>○ avoiding coming into school when possible</li> <li>○ school providing PPE for the journey or finding other routes for the commute.</li> </ul> </li> </ul>	
9.5	<p><b><u>Governors</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>formally approved the risk assessment and plan</u></b></li> <li>• commended and thanked DM and the team for their great work in all areas of school life, including for vulnerable and key worker children, and in devising the fair and consistent plan in the current complex and challenging circumstances</li> <li>• agreed that <b>DM and KI would keep the situation under review and adapt the plan if necessary</b></li> <li>• would continue to use Zoom for meetings until physical meetings could resume</li> <li>• agreed with DM that whole staff team had responded brilliantly throughout, enabling the school to provide consistent excellent education and family support, despite the current crisis</li> </ul>	DM KI

KI thanked Governors for attending and closed the meeting at 7.10 p.m.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Kim Issroff, Chair of Fleet GB**





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	<b>ACTIONS FROM 21.5.20 ONLINE FGB MEETING</b>	<b>STATUS</b>
<b>3.1</b>	PM to update GovernorHub, removing Samir and updating Annie's term of office to extend into the autumn term	<b>Done</b>
	DM to organise parent Governor elections when possible	<b>Autumn Term</b>
	Governors to contact KI if interested in volunteering as Chair of Finance committee	<b>??</b>
	Governors to contact KI with any comments or concerns about Governance	<b>??</b>
<b>4.1</b>	KI to sign a copy of the 10.2.20 minutes & PM to scan and upload to GovernorHub when possible.	<b>In hand</b>
<b>4.2</b>	Governors agreed to consider matters arising from 10.2.20 minutes at a later date.	<b>FGB agenda</b>
<b>9.5</b>	DM and KI to keep school organisation under review and adapt the plan if necessary	<b>Ongoing</b>