



FLEET PRIMARY SCHOOL

DRAFT Minutes and actions ([here](#)) from the Full **ONLINE** Governing Board
Meeting held on Monday 6th July 2020 at 5.00 pm

ATTENDANCE

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

	ITEM	ACTION
1	Welcome and apologies for absence	
1.1	Kim (KI) welcomed everyone and opened the meeting at 5.00 p.m. Governors had received and accepted apologies from <ul style="list-style-type: none"> • Jon Rohoman • Annie Balme • Oonagh Pierce • Margaret O’Sullivan • Hannah Shipp 	
2	Declarations of Interest	



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2.1	There were no declarations of interest for the meeting.	
3	Governance	
3.1	<p>KI noted that</p> <ul style="list-style-type: none"> there was one parent Governor vacancy and Annie's term of office would end on 20.9.20 and Don (DM) would organise parent Governor elections as soon as possible. there was one co-optee Governor vacancy and Rebecca Coombes' term of office had expired since the previous meeting. Governors agreed unanimously to co-opt Rebecca for another term. PM to update this on GovernorHub 	<p>DM</p> <p>PM</p>
3.2	<p>KI updated Governors and noted that:</p> <ul style="list-style-type: none"> as previously indicated, KI wished to stand down as Chair and a new Chair was required - anyone interested should contact Kim Parent Governor elections were in hand <p>Governors agreed for</p> <ul style="list-style-type: none"> Marcus (MB) to be the new Chair of the Finance Committee Oonagh to continue as the Chair of Curriculum Committee committee meetings to restart as soon as possible, either in person or online MB to organise a skills audit, with the aim of recruiting a more culturally diverse Board – Governors to contact MB with any suggestions. MB agreed to circulate a Google form and collate information for presentation to the FGB in the autumn term 	<p>All</p> <p>MB OP</p> <p>MB FGB agenda</p>
4	Minutes of the previous meeting (21.5.20) and matters arising	
4.1	Governors agreed the accuracy of the previous minutes from 21.5.20 – KI agreed to sign a copy for the record when possible, with PM to scan and upload to GovernorHub.	PM
4.2	Governors agreed that all actions had been taken or were on the agenda for the meeting.	
5	Plans for wider opening	
5.1	<p>Don (DM) presented the previously-circulated 'Re-opening report', and through questioning and challenging, Governors established that:</p> <ul style="list-style-type: none"> recent advice from DfE directed steps for prevention of infection <ul style="list-style-type: none"> that must be taken (including limited contact with anyone suspected of having Covid 19 and good hygiene / cleaning) 	



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	<ul style="list-style-type: none"> ○ or should be taken if possible, (including minimising contact between groups and wearing PPE when necessary. ● responding to any infection <ul style="list-style-type: none"> ○ that must be taken (including NHS Test and Trace, managing cases in the school community and containing any outbreak) 	
5.2	<ul style="list-style-type: none"> ● all parents were expected to send their children to school in September (bar 2 who were leaving and one who possibly had to self-isolate for medical reasons). If children did have to self-isolate, they would be offered high-quality home-learning resources. ● the practicalities of moving from bubbles of 15 children to whole class bubbles on the Fleet site were challenging, although the extensive outdoor space helped ● staggered times for lunch, play, and start and finish times. helped to avoid congestion, and parental contact could be managed by using all entrances and exits at the beginning and end of the day in 15 minute blocks. Governors noted that there would be challenges at entry and leaving times, in poor weather, particularly when parents were inconvenienced by using multiple entrances for siblings. DM noted that this should not lead to parents collecting siblings early, thereby reducing their school time – DM was clear that maintaining full-length school days was essential. ● teachers’ planning preparation and assessment (PPA) time could be provided again, since adults no longer needed to remain in a single bubble of children, which released some staff time ● whole school gatherings (including assemblies) would not be allowed, although DM was exploring a version of assemblies using class Zoom meetings 	
5.3	<ul style="list-style-type: none"> ● in class, children would: <ul style="list-style-type: none"> ○ sit in 2s, facing away from each other but not engage in close collaborative work ○ have their own sets of resources and materials and any shared resources (e.g. laptops) would be cleaned before sharing ● the length of the school day would remain the same for children ● the School Journey to Sayers Croft would not take place and DM was exploring if another trip for the spring / early summer was viable ● day visits using public transport, although allowed, were not practical, and DM hoped that museums and galleries would offer more outreach work to schools ● the offer of clubs would be reduced, although DM was keen for there to be some extra-curricular provision available, e.g. year-group Breakfast Club or arts and crafts for younger children 	



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	<ul style="list-style-type: none"> • current procedures for dealing with illness, would continue and suspected pupil Covid infection would require immediate isolation, collection by parents, testing, and a risk assessment by Camden’s Health Protection Team 	
5.4	<ul style="list-style-type: none"> • DM and the team were planning a revised curriculum that would continue to be ‘broad and balanced’ with foci on Wellbeing, Happiness and topics, including a whole-school CLPE (Centre for Literacy in Primary Education) project based on ‘Here we are: notes for living on planet earth’ by Oliver Jeffers • teachers would need to help children rebuild their mental health, especially their stamina for work in school, with teachers currently limiting foci to around 20 minutes and providing short sessions throughout the day. Teachers were also having to simplify their language in some subjects, as children had forgotten some key vocabulary. DM noted that many children appeared to be less confident physically, with increased numbers of trips and falls. CPD would be provided for staff on supporting children at this time • there would be a baseline assessment of children’s reading, writing and maths, to pinpoint their next steps in learning • national assessment would continue in the 20-21 school year, except for establishing a Reception baseline. Arrangements for Y2 phonics assessment in 2021 had yet to be decided 	
5.5	<ul style="list-style-type: none"> • EYFS induction and transition arrangements would be different for 20-21 and would include teachers providing videos for new children and parents, more open mornings for smaller numbers of parents, staggered starts for children, and early parents’ meetings, in place of home visits. • other year group transition arrangements included teachers making videos and setting tasks for children to do by the end of term. DM agreed that letters would be sent home the following week and there would be ‘hand-over’ days on 20.7 and 21.7 INSET days. Teachers would identify individual needs, as well as have Safeguarding and Mental Health training, and prepare classrooms for the beginning of the new school year. 	
5.6	<ul style="list-style-type: none"> • nearly all children classed as ‘vulnerable’ were attending school, and there was regular contact with those not yet attending. • non-attending pupils tended to be from families that were anxious about allowing their children out of their control during the Covid crisis. DM reported that they continued to encourage attendance, both directly and through other parents, whose children were already attending. • attendance of children from BAME backgrounds was lower than for other identified groups, a trend that was replicated across Camden, possibly because of BAME communities were being more adversely affected by Covid and some households were 	



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	<p>multi-generational, which also raised their concerns. DM had recognised this and was ensuring that extra resources were available to these children and noted that the non-attenders would find it particularly challenging when they returned to full-time school in the autumn.</p> <ul style="list-style-type: none"> • although attendance was logged daily and figures sent to Camden, these data would not be used in the school’s annual attendance profile • recent DfE guidance had highlighted the need for parents to send children back to school in September, when normal attendance rules would apply, including the potential for fines for unauthorised absence. DM reported that he, along with many other Headteachers, would favour encouragement rather than sanctions, to get children back to school, recognizing the high levels of anxiety being experienced by many families. DM agreed to review this in the autumn, considering that high temperature was an indicator of a wide range of winter illnesses, including Covid. 	
5.7	<ul style="list-style-type: none"> • increased cleaning included LSAs wiping down shared resources, (e.g. laptops), and the cleaning company using higher level equipment. Teachers monitored the situation but did not need to clean equipment or resources as all children were in bubbles. 	
5.8	<ul style="list-style-type: none"> • Music provision would be affected, with limited opportunity for groups singing and careful arrangements being made for wind instrument tuition, e.g. by minimizing the risk by social distancing in the hall for lessons • it was unlikely that the school would do class assemblies for parents in the first half of the autumn term – teachers were considering ways of involving parents, while maintaining social distancing 	
5.9	<ul style="list-style-type: none"> • Camden had risk-assessed provision for children with EHCPs, and DM had risk-assessed staff working conditions. DM noted that anxious staff: <ul style="list-style-type: none"> ○ had started to return to work and when all children were back, all staff would be needed. ○ not back at work in September, would initially be encouraged to return, although eventually, sanctions would need to be considered, e.g. a period of unpaid leave. DM noted that the longer staff were absent, the harder it could be to return. <p>Governors commended Don for the report and for the team’s great work done over the crisis.</p>	
6	School Development Priorities	



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6.1	<p>KI noted that no changes were currently needed to the School Development Plan. DM presented the previously-circulated Priorities paper and highlighted</p> <ul style="list-style-type: none"> • the importance of being focused and responsive to the rapidly-changing circumstances • that attendance and punctuality would likely be a major challenge in the autumn, particularly for low-achieving children • that previous curriculum work would need to be developed and extended • Ofsted would not be conducting regular inspections in the autumn, but would be looking at how schools were managing in the crisis 	
7	Finances	
7.1	<p>Governors considered the previously-circulated Budget monitoring reported and established that:</p> <ul style="list-style-type: none"> • the carry-forward from 2019-20 had been £111k, with a forecast in-year deficit of £38k, leading to a reduced full-year surplus of £73k to carry forward into 2021-22. Some salary costs were yet to be resolved and Nursery intake numbers were not yet clear. Staffing would be reviewed later in the year • parents had raised some money for playground improvements but there had been no fundraising work done since lockdown Funders were currently focused on Covid related projects. DM noted that <ul style="list-style-type: none"> ○ the Gardening project funding would be extended into the 2020-21 school year. ○ it was hoped that school journey funding could also be carried forward in 20-21 • there was a system for claiming Covid costs from the DfE (by 21.7.20, with second claim point in the autumn), although it was not clear whether the claims would be successful. 	
8	Policies	
8.1	Governors noted that there were no policies to review.	
9	Any Other Business	
9.1	Governors noted FGB dates for 2020-21 and with no AOB or confidential matters to discuss, KI thanked Governors for their work over the year.	

KI thanked Governors for attending and closed the meeting at 6.20 p.m.



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Signed: _____ Date: _____

Kim Issroff, Chair of Fleet GB

	ACTIONS FROM 6.7.20 FGB	Status
3.1	DM to organise parent Governor elections as soon as possible.	??
	PM to update RC terms of office on GovernorHub	Done
3.2	Governors to contact KI if interested in becoming Chair	FGB Agenda
	OP & MB to call Committee meetings as soon as possible, either in person or online	??
	MB to organise a skills audit, and report to the FGB in the autumn term	FGB agenda
4.1	KI to sign previous minutes when possible, with PM to scan and upload to GovernorHub.	In hand