

GREAT CHART PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
14th July 2020 at 9.30am

Present: Mr S Fitch (Chair) **Mrs W Pang** (Headteacher)

Clerk: Lucia Page

In Attendance:

Mrs Dottin-John, Mrs S Gathern, Mrs P High, Mr Ive, Mr Parish, Dr Wong, Mrs Walsh, Mrs S Windle **Action By**

1) Apologies

None.

Mrs Walsh left after item 11.

2) Declaration of Business Interest

Governors had no business interests to declare against the agenda items.

3) Governing Body Issues

LA Governor - Mrs Dottin-John's term of office runs out in November 2020. The Governing Body was happy to support her application for re-appointment and have formally re-elected her for another term.

Clerk will send off the application form to LA.

How is the governing body going to work in the next few months?

Governors discussed whether they should carry on with the virtual meetings. No advice from Governor services as yet.

At present the governors' role is slightly more limited as the governance is suspended still due to COVID-19. For now visits can be carried out virtually as we need to limit people on site and coming to school.

Visioning Day - 1st September - to be done remotely.

Governors considered to meet more than once a term. Headteacher expressed that due to workload perhaps once a term would be sufficient. Governance is for critical business, strategic planning, budget, safeguarding.

This item to stay on agenda for regular review.

Governors discussed that they will try to meet informally with the Chair but without staff governors for more regular updates. Clerk advised these are informal meetings and no decisions or approvals can be made during these.

4) Health & Safety Update

Report provided by Mrs Thomas, Health & Safety Leader.

In Terms of Health and Safety we have been very busy with Covid 19.

Government Guidance and documents have been frequent with changes made regularly. All of this documentation has been used to update policies and procedures to ensure the Health and Safety of all stakeholders.

All documentation has been shared with staff and relevant information to parents and Governors to ensure the school is compliant and is running as safely as it can be.

The following documents have been created/updated to reflect the school's response to Covid 19:

- Phased Return Policy
- Phased Return Policy Transition Sessions
- Health and Safety Policy
- Behaviour Policy
- Mental Health and Wellbeing Policy

- Child Protection Policy
- Covid 19 Risk Assessment
- Site Managers Risk Assessment

Practical response included:

Clear signage around the school
 One way system in place
 Social distancing measures in place
 Stocks of cleaning products maintained
 PPE packs for first aiders
 Class care packages - hand gel, anti-bac, tissues, blue roll
 Staggered drop off and collection times
 PPE for staff as required
 Phased return to working on site for staff
 Assigned areas for year groups
 Daily cleaning checks for areas during the school day
 Cleaning of outside play equipment after breaks and lunch
 Re-arranging classrooms to allow for social distancing
 Risk assessments in place for vulnerable members of staff and pupils when necessary

The situation is evolving over time and changes made as appropriate to ensure the safety of everyone.
 Policies and procedures put in place have been working really well and have enabled us to welcome back increasing numbers of staff and pupils.

5) Special Needs Update

Transition

Year 6 pupils:

Virtual meetings and phone calls have been taking place to share information with secondary schools and to flag up children who would benefit from additional support. Some secondary schools have offered individual calls home to the child accompanied by their parent via platforms such as Zoom . Homewood School is inviting small groups of children with SEN to visit the school. Secondary schools are also creating and sharing transition videos for pupils so that they can get a feel for the layout of their new school.
 For secondary schools where this has not been offered we have sent information regarding pupils with SEN to the school Senco to help with their preparations. Pupil files will all have been delivered to secondary schools by the end of the first week in September.

EYFS pupils:

We are unable to hold transition meetings for our parents of SEN children but have been in contact with the nurseries/pre-schools to gather information on the children we are receiving in September.

Three of our SEN pupils with an EHCP (due to their complex needs) were offered a place for the Autumn Term at the brand new Observation and Assessment Satellite provision being set up at The John Wesley School. This will be run by Wyvern School to support these pupils with transition. 2 / 3 offered have accepted a place.

For those children who already have EHCPs we have already applied for High Needs Funding in order to provide 1:1 support to meet their needs as best we can. Two TAs have been appointed.

Inclusion Profile Update

	June 2020	September 2020	
Pupils with EHCPs	3 (2 x Year 3, 1 x EYFS) plus 1 pending (Y3)	5 (2 x Year 4, 3 x EYFS)	

	One of the Year 3 children is transitioning to Wyvern soon and will be part of the Satellite provision. EYFS child is also transitioning to Wyvern.	plus 1 pending (1 x Year 4)	
Pupils who are "SEN Support"	39 (10 of these were Y6)	29 (Year 1 - Year 6) EYFS children will be added as needs identified.	

EYFS are a new team from September 2020, with Assistant Inclusion Manager being part of it as a part-time teacher.

Q: What's your expectation of a workload on the Inclusion team following COVID-19 closure?

A: The school will need to assess the children first to see where they are and then focus on plugging those gaps. Limit interventions and focus on quality first teaching.

6) Financial Risk Register

The School Business Manager has completed the Financial Risk Register. This is a live document and will be updated as and when.

Some of the risks link to the School Strategic Plan.

Proposal: To approve this document.

Proposer: Mr Fitch

Seconded: Mrs Walsh

Governors approved the FRR.

7) 3 Year Budget Plan Feedback from KCC Finance

Governors noted the feedback provided by KCC finance and the school comments. There was nothing of a concern.

8) 3 month budget monitoring

Mrs Page presented the 3 month budget monitoring report. The main variances to consider at this point were:

- I03 - Awaiting HNF applications and 2 HNF pupils are leaving.
- E19 Residential trip refund received, even though not in full.

No questions were raised.

9) Contracts Approval

Utilities contract was reviewed with Mrs Page obtaining several quotes. These were then narrowed down to 3 supplied by Zenergi.

Governors received details of these previously via email as approval was needed by 30th June 2020.

Governors approved 2 year contracts as follows:

Electricity with SSE

Gas with Gazprom

10) COVID-19 Response Update and plans for September

Section 1: General Update

Mrs Pang reported that she was extremely proud of the Great Chart Community with how they have coped and adapted to all of these changes. We have certainly been challenged but she feels that we have risen to the challenge well. She would like to congratulate staff for the efforts they have made.

Huge thank you to the members of the SLT and the Office Manager. They have been in school daily, supporting Mrs Pang through these many challenges. They have demonstrated how effective they are as a team and how incredibly hard they all work. She could not have done any of this without them. Please could Governors recognise the important role they have made.

Safeguarding

Parents have been reminded about how they can access support or to raise any concerns. Pupils are able to access the FLO via Gmail and pupil questionnaires. A DSL continues to attend virtual meetings with KCC safeguarding and other DSLs across Kent. They discuss any issues schools may be experiencing. A virtual governor monitoring meeting has taken place between Mrs Willemse and Dr Wong.

Attendance

Since the 1st June:

30-40 key worker and vulnerable pupils come to our childcare provision daily

EYFS- 75%

Y1- 67%

Y6- 80%

Since 17th June we have also welcomed back Y2 and Y5

Y2- 75% Y2

Y5- 77% Y5

Since 13th July we have been running our Transition sessions for Y2-5. Attendance has been extremely positive

Y2- 90%

Y3- 90%

Y4- 95%

Y5- 93%

Vulnerable families

With increasing numbers of children returning to school, staff keep in contact via phone, email and google classroom with those not currently in school.

Mrs Ostridge, our FLO, has a list of vulnerable families and she also contacts them weekly to review how things have been and to offer support. She is also in regular contact with any social workers attached to families.

We now have 4 families accessing our childcare provision due to their vulnerability. This has increased since we opened.

Free School Meal vouchers are sent to our eligible families which equates to £15 per child per week. Parents can use these vouchers in a chosen supermarket. We are using the Government's scheme. These will be issued for the Summer Holidays via the Covid 19 Summer Food Fund.

Wellbeing- staff

All staff are now back at school but with some vulnerable members adhering to the guidelines agreed as a response to risk assessments carried out.

Staff understand procedures to raise any concerns regarding their own well-being.

Wellbeing- pupils

Staff, including Mrs Ostridge, continue to keep in touch with pupils causing concern. Teachers continue to keep in touch with pupils via Google Classroom. If they are not receiving this contact, they will then contact families.

Remote Learning

Google questionnaires have been sent to parents and pupils to review our home learning offer. Overall responses have been really positive and we have managed this situation well, keeping the majority of our pupils motivated and engaged. Family situations are very different and so it has been difficult to cater for all needs. Lots of parents have suggested live lessons etc. so this could be something we consider in the future, with the agreement of staff and Unions, but this is a huge area to plan for safely. We will also be putting plans in place from September for children who may need to self-isolate or shield.

Parental Engagement

Parents have been extremely understanding of the challenges we have faced and have been very positive when we meet them at the gate in the morning and evening. They have also played a very important role in all of this too, keeping the learning going for their children. We have recently sent out a questionnaire relating to our covid 19 response. Parents have made some really positive comments which we need to celebrate. Overwhelmingly, comments have been extremely supportive of the school's response especially in terms of communication and

H&S. Mrs Pang has given parents the opportunity to raise anything with which they may want to discuss further as some of the comments are very individual and don't really reflect the general opinion. We have had a few parents comment on not being able to access the childcare provision to start with, but this was because at the beginning of lockdown we had to use strict criteria due to not having a full complement of staff. This changed and was reviewed as time went on.

Childcare provision

This will finish on Friday 17th July.

Parents were informed on 24th June 2020

Health & Safety

H&S safety report- agenda item.

Section 2: Organisation for September 2020

Headteacher has a duty of care to ensure that all children, parents and staff are safe at all times. The decisions the SLT have made with regards to opening the school fully from the 1st September are based on guidelines from the DfE. However, every school has the authority to plan and implement the return of pupils according to their own risk assessments. Although ensuring children are kept safe, our priority is also the staff and any decisions have been made with them in mind.

Q: Guidance says to work from home until 31st July? Do we have staff shielding?

A: We have no staff who received a letter from NHS to shield. The guidance for school staff says that they should be at school from 1st September.

Q: Do we have any children or families without contact since lockdown?

A: No, teachers and Mrs Ostridge are in regular contact with all families and children.

Governors will have received the following documentation:

- Return to School Policy- DRAFT

The policy outlines the measures we will be putting in place and also the organisation of the day including:

- Health & Safety implications
- Staggered start and finish times
- Class and year group bubbles
- Lunch times and break times
- Wrap around care
- Assemblies
- Curriculum

Q: How do we manage this document over the summer as the further guidance comes out?

A: The document covers operational things and day to day running of the school, governors will be kept up to date via email towards the end of the summer holidays.

Q: What has the behaviour been like?

A: All very good, no real issues or incidents to report. Only one minor one with a Y6 child and the parents were asked to collect them.

11) Strategic Plan 2020/21

The SSP is attached and the full document is on the Governor's shared drive.

Governors discussed the key priorities for 20/21 and raised these questions:

Q: What are the details of Catch up funding that has been announced? Is it for targeted children only?

A: At present we don't know the criteria and the answer to this. Awaiting guidance.

Q: Would still consider running additional lessons in the afternoons after school?

A: The school will carry on with the extra tuition lessons. These could be potentially funded by Catch up funding focusing on children falling behind.

Q: How are we going to measure the outcome of key priority no.3 - supporting the physical and mental health and wellbeing of staff and pupils?

A: Tricky one as there is no data on well being. Pupil and staff voice will be carried out.

Key Priority no. 4 'Promote and Celebrate Diversity' - governors discussed this in detail. They discussed that Black history is very important and should be included in what we are teaching children so children have a better understanding.

Headteacher advised that all subject leaders will be focusing on this within their subjects.

All staff have already taken part in Equality and Diversity training. Looking at something for children also. Would like to do more training for staff and workshops for children.

The link governors will be added at the next meeting.

Proposal was to agree on these priorities for 20/21.

Proposer: Mr Fitch

Seconded: Dr Wong

The key priorities 20/21 have been agreed as per the attached plan.

12) RSE Update

- RSE is now statutory in all schools from September 2020.
- Parents cannot opt out of relationship education.
- We are choosing to teach the sex education through the statutory science lessons (life cycles and how a baby is conceived) in Year 6.
- Parents cannot opt out of these lessons either as they are statutory science lessons.
- We were already delivering SRE (now known as RSE) to all our pupils through The Christopher Winter Project. This has been the case for the past number of years. This however was not statutory then.
- It was decided that any SRE not taught to our classes before lockdown, would not be taught through home-schooling as this was deemed unsuitable.

Reasons for the changes

- Times are changing and our young people are growing up in an ever changing and complex world.
- They live their lives on and offline which presents many positive and exciting opportunities.
- Children, now more than ever, need to know how to be safe and healthy, together with managing their lives in a positive way.

What will we do?

- We will teach age and developmentally appropriate lessons.
- Our key focus will be relationships, family, friendships, mental well-being and safety.
- We will liaise with parents before writing the new policy.
- We will invite parents to an open session in order to see examples of what will be taught, in order to avoid any confusion.
- Create a skills progression map to ensure all year groups are covering the statutory guidance.
- Find resources that can be used with ease, reflect the needs of our children and that are age appropriate.

What are the main areas?

- Families and people who care for me
- Caring friendships
- Respectful relationships
- Online relationships
- Being safe

Our next steps

- Invite parents to discuss and liaise with us on the new policy.
- Write the new policy (we already have one but it will need to be adapted to comply with the new guidance)
- Parents to be informed of the new plans for RSE and policy to become available on the website.
- Ensure staff are aware of the new guidance through CPD with RSE lead.

- Ensure time allocated slots are created for quality first teaching of RSE.
- Ensure RSE is embedded within the school and becomes part of our values and ethos.
- Children with specific needs will have been considered and planned for.
- Think about how we will assess the children's understanding? (This may be done through discussion and pupil voice)

13) Wyvern Provision

We are all really pleased with how well the satellite provision has worked. Although we haven't really had a full year, we can safely say that both Great Chart and Wyvern pupils are benefitting from this incentive and we have all been amazed at how the children are so accepting and inclusive. Wyvern children join our children throughout the day in a variety of classes and activities: Breakfast club, Assemblies, Maths, Topic work, PE, Drumming, Swimming and school trips. We have a couple of children who have joined the Wyvern class for some of their own sessions. One has now become a Wyvern School pupil through his EHCP and has transitioned successfully into his new class.

From September we will start to welcome additional Wyvern children, but due to the current situation, transition has not been able to take place so this will happen during Term 1. We are also allowing 3 pupils who would be transitioning to the secondary sector to stay at Great Chart for another year. A similar provision is hopefully going to be established at Towers so they will eventually transition there in the future, which again is also part of this success story. We are so proud of the pupils from both schools but must acknowledge that the success is also due to the hard work from all concerned - Great Chart staff have been so welcoming and supportive and the Wyvern staff have gone above and beyond to ensure that the pupils have felt safe, secure and nurtured in their new environment. Both schools have been determined to make things work. This will be a flagship inclusive provision that will be of maximum benefit for all pupils.

We are looking forward to continued progress of the provision from September.

14) Policies

Following Policies have been reviewed and updated.

Governors Allowances Policy

NQT Policy

SEN

Privacy Statements – Staff & Pupils

GDPR Policy

Proposer: Mrs Gathern

Seconded: Mrs Dottin-John

Governors approved all the policies above.

15) Visits

Safeguarding Visit - detailed report is attached to the minutes.

Visits 20/21 - used a 19/20 document as a template. Chair and Vice Chair will be having a further discussion about this. Potentially only virtual visits in the first 2 terms. Will be discussed in September at the Visioning day meeting.

16) Chair's Actions

Mr Fitch formally approved, on behalf of the governing body, the new H&S and Attendance policy. This was shared with all governors.

17) Training

Mandatory Safeguarding Training to be completed by all governors:

Safeguarding Training module:

<https://www.kscmp.org.uk/training/e-learning-courses>

You will need to create an account and once you have done this find the e-learning course called: SAFEGUARDING CHILDREN- LEVEL 1 (There are quite a few safeguarding ones so please select the correct one).

The course takes about 1 hour and 45 mins to complete. **The course is free but once you start it, you need to complete it within 4 weeks, otherwise you will be charged £40!**

Once completed, please forward the certificate to Lucia Page.

There is also an Equality and Diversity module available if governors are interested.

18) Future Meeting dates

Thur 15th October 5pm

Fri 11th Dec 8.30am

Thur 4th Feb 5pm

Fri 26th March 8.30am

Thur 20th May 5pm

Thur 1st July 8.30am

Visioning Day – Tuesday 1st September 8.30am

Governors said a huge thank you to SLT and Office Manager, Mrs Davies, for all the hard work and commitment during the closure.

Signed Chair of Governors Dated