



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF RIVACRE VALLEY  
PRIMARY SCHOOL, HELD VIA VIDEO CONFERENCE,  
ON 1<sup>ST</sup> JULY 2020, AT 4.00PM**

NON CONFIDENTIAL

Attendance:

Name	Designated Role	Date of end of tenure	Present
Mr Ian Aspden	Co opted	10/03/2023	√
Mrs Yvonne Colclough	Co opted Staff	10/03/2023	√
Mrs Moira Atkins	Co opted	26/10/2020	--
Mrs Kate Hubbard	Chair of Governors (2022)/ Parent	04/02/2024	From Item 4
Mrs Gemma Flynn	Vice Chair (2022)/ Parent	22/06/2024	From Item 4
Mrs Jacqui Critchley	Local Authority	12/03/2023	Apologies (due to IT connection)
Mr Jed Denham	Staff	31/08/2023	√
Mrs Kate Docherty	Head	Ex Officio	√
Mr John Leite	Parent	10/10/2023	√
Vacancy	Co-opted Governor		--
<b>In Attendance</b>			
Mrs Caroline Mann	Clerk		

GQ (Pr) – A Governor’s Question made prior to the meeting via Googledoc.

GQ (M) – A Governors Question made during the meeting. GC – Governors Comment.

The Clerk chaired the meeting until Item 4, when the re-elected Chair, Mrs Hubbard, took over. Due to connection difficulties with the original video link, the meeting was moved to a new video platform and the meeting recommenced at 4.24pm.

**Standard Items**

**1. APOLOGIES**

The Clerk welcomed everyone to the meeting and noted that apologies had been received from Mrs Jacqui Critchley who experienced IT difficulties following her attendance in the initial stage of the meeting.

**RESOLVED:** that the apologies from Mrs Critchley be accepted.



The Clerk advised that apologies had not been received from Mrs Atkins and that this matter would be discussed further under Item 4.

## **2. DECLARATION OF PECUNIARY INTEREST**

There were no further declarations of pecuniary or conflicts of interest declared.

## **3. ELECTION OF CHAIR AND VICE CHAIR OF GOVERNORS**

A nomination for Mrs Hubbard had been received. Mrs Hubbard was not present on the video link whilst Governors discussed the nomination. An email from Mrs Flynn confirming her support for Mrs Hubbard's re-election had been received by the Clerk and this was confirmed to Governors. Mrs Critchley had made her vote via phone before offering apologies for the remainder of the meeting. Five Governors were present via video link and voted unanimously to re-elect Mrs Hubbard as Chair.

Mrs Hubbard joined the meeting at 4.30pm and was advised that the Governors had unanimously voted to elect her as Chair.

Nominations were requested for the role of Vice Chair. Mrs Flynn had been nominated and was not present on the video link whilst Governors discussed the nomination. An email from Mrs Hubbard, confirming her support for Mrs Flynn's re-election had been received by the Clerk and this was confirmed to the Governors. Mrs Critchley had made her vote via phone.

Mrs Flynn joined the meeting at 4.32pm to be advised that the Governors had unanimously voted to elect her as Vice Chair.

Governors considered the term of office and agreed that a period of two years was appropriate.

**RESOLVED:** that Mrs Hubbard be appointed to the role of Chair of Governors for a period of two years.

**RESOLVED:** that Mrs Flynn be appointed to the role of Vice Chair of Governors for a period of two years.

Mrs Hubbard took the Chair for the remainder of the meeting.

## **4. GOVERNING BOARD MEMBERSHIP/ CONSTITUTION**

Governors noted that Mrs Moira Atkins was absent without apologies and the clerk confirmed that enquiries had been made into whether there had been any I.T. difficulties during the previous meeting which may have caused Mrs Atkins to be



absent. The Headteacher confirmed that there had been some communication from Mrs Atkins but no apologies for the meeting. Governors noted that in line with the six month rule outlined in the regulations, Mrs Atkins had been disqualified as a Governor with effect from 28<sup>th</sup> May 2020. Governors noted the skills that Mrs Atkins had brought to the Governing Board and considered how to replace these. The Chair noted that there were now vacancies for two Co-opted Governors.

**Governors Question (M):** *Does anyone have any people that they think could be Co-opted as we now have two vacancies? Do we know any other educationalists?*

**Answer:** *We could contact the CWAPH Chair and see if there is anyone who has recently retired and would like to join us. I will have a think.*

**Governors Question (M):** *Does it have to be a Headteacher?*

**Answer:** *We need to review our skills audit and see what we need. It can be anyone aside from a parent or member of staff, as it is a co-opted role.*

**Action:** **All Governors to consider suitable persons and options for filling the co-opted vacancies and to report back to the next FGB.**

## 5. MINUTES OF LAST MEETING

Governors reviewed the non confidential minutes of the Full Governing Board held on 21<sup>st</sup> May 2020 and confirmed that they were an accurate record of the meeting.

**RESOLVED:** that the non confidential minutes of the Full Governing Board held on 21<sup>st</sup> May 2020 be agreed and signed by the Chair at the next available opportunity.

## 6. MATTERS ARISING

### Matters arising

**Governors Question (Pr):** *With the COVID-19 situation, is it possible to meet up with Jenny (Miss Hughes, SENCO) as I know that she is busy?*

**Action:** **Mrs Flynn to contact Miss Jenny Hughes to organise a meeting for an update on SEND during COVID-19. The Headteacher to supply contact details.**

**Governors Question (Pr):** *What is the latest position on laptops for pupils?*

**Answer:** *All ordered and received by LA. LA is now setting laptops up ready for distribution to schools.*

**Governors Question (M):** *Will the children be given an induction so that they know how to use the laptop?*

**Answer:** *No, but the laptops have been set up for the children. They have used the technology in school so will be able to get up and running themselves.*



**Governors Question (Pr):** Do we need to agree membership of the Finance Panel?

**Answer:** Yes, I would suggest Ian Aspden, Kate Hubbard and the Headteacher.

**Governors Question (M):** Do we think that three people is enough on the Finance Panel? Do we need one more?

Mrs Flynn volunteered to join the Finance panel.

**RESOLVED:** that the Finance Panel members be Mr Aspden, Mrs Hubbard, Mrs Flynn and the Headteacher.

**Governors Question (Pr):** What is the latest number for September Reception enrolments?

**Answer:** 45 children (full).

The Headteacher noted that there were still 45 children due in September although the last child on the waiting list would now join the school in the Autumn Term, as another child no longer required a place.

#### Review of actions

All actions arising from 21<sup>st</sup> May 2020, had either been completed or would be carried forward to the Autumn Term. There were no business critical actions to be dealt with.

**RESOLVED:** that any outstanding actions from 21<sup>st</sup> May 2020 be brought forward to the next FGB.

## **7. CHAIR'S ACTION**

The Chair confirmed that there had been no urgent action taken on behalf of the Governing Board since the last meeting.

## **8. HEADTEACHERS UPDATE**

The Headteacher had circulated a detailed document updating Governors on the following areas:

- Safeguarding
- Staff Wellbeing
- Wider Re-opening Plan
- COVID – 19 Recovery Plan (for September)
- Staff deployment in Recovery Plan
- Learning Offer



Governors had reviewed the document prior to the Full Governing Board, posing questions to which the Headteacher had provided responses.

### Safeguarding

The Headteacher advised Governors that all bar one vulnerable child had attended school and received face to face time with staff. Staffing for the Autumn Term had been arranged so that Miss Hughes had no classroom responsibilities and would be available to further support children and their families.

**Governors Question (Pr):** *Safeguarding numbers look high in all categories and especially incidents? Has COVID-19 led to a surge?*

**Answer:** *Safeguarding numbers have increased, and more families require support. It will be important to maintain Miss Hughes, in a non-teaching capacity for at least the autumn term. The staffing complement can support this.*

**Governors Question (M):** *Does the number represent the incidents logged over the year?*

**Answer:** *Yes.*

**Governors Question (M):** *Has the number of children in school jumped from 6 to 13?*

**Answer:** *Yes. Parents are feeling more comfortable sending their children back in.*

**Governors Question (M):** *What constitutes an incident?*

**Answer:** *We log everything that happens both in school and that parents tell us about. It may be a falling out in the playground or an incident at home. Some are more critical in content than others.*

**Governors Question (M):** *Are there more children effected by abuse across the country?*

**Answer:** *Yes, some of our children have gone on to Children in Need (CIN) or Child Protection. The categories of vulnerable children have been expanded during lockdown.*

### Staff Wellbeing

The Headteacher reported that the gift to staff had been well received.

**Governors Question (Pr):** *How are staff feeling generally in all this?*

The DHT outlined the arrangements for keeping in contact with staff. Governors noted that the anxiety that had been felt by staff, as well as children, could not be underestimated. The Headteacher advised that the DHT would continue to support staff and that her teaching hours had been adjusted accordingly.

### Wider Re-opening Plan

Options for the September reopening had been reviewed by the Senior Leadership Team (SLT) and all children could be accommodated in class sizes



of up to 30 per bubble. The Headteacher highlighted the practicalities of the requirement for teachers to keep two metres distance from children and the impact that this would have upon providing feedback and reassurance. Governors noted that plastic screens would be installed by the teachers' desk so that children could approach to share one to one feedback. This would provide for safer close working. PPE was not a requirement in classrooms.

Governors noted that the Government guidance on the arrangements for returning to school would not be released until the following day, but it was assumed that the school would accommodate all children in classrooms, thereby freeing up the Hall and Dining Room.

#### Learning Offer

Plans been made to return to schooling for five days per week. However, PPA would be required and this proved problematic. National guidance was awaited but some schools had begun to look at amending their offer to four and a half days so that deep cleaning and PPA could take place on a Friday afternoon. Children would be provided with home learning for these sessions. The Headteacher advised that amending the offering to four and half days in school and a half day home learning offer, would require consultation.

**Governors Question (M):** *Is this the direction of travel – shorter hours?*

**Governor Question (Pr):** *The plan is Monday – Thursday and Friday am in school and Friday pm, home schooling. How will this affect the parents with no childcare?*

**Governor Question (Pr):** *Learning Plan Offer for September. This is very well thought through and it is good to see that all children will fit in assuming the one metre rule. However, my understanding is that according to the Government we are to take all pupils full time, not four days and a shortened day?*

**Answer (Pr):** *The original recovery plan was based on a one metre social distance. I feel that the direction of travel is for that to be removed within school settings in September. This will allow us to operate in a manner which is almost, 'normal'. The in school learning offer is full time – with TA's providing the cover for PPA each week. The TA led sessions will have a mental health and wellbeing focus and programmes such as My Happy Mind will be purchased to support delivery. I have also considered amending the weekly timetable so that children get the same or more, Teacher led hours each week. This will be a key part of our catch up strategy. This is achievable through staggering the drop off/ collection times and reducing the length of lunchtime. Both approaches minimise the volume of people at school in one place at any one time.*



Governors considered the options for September, which were:

- reorganising the hours that children were in school to enable the site to receive a deep clean and to carry out PPA, or,
- introducing a TA into bubbles to cover Teachers' PPA. Due to the number of TA's available, this would require a TA to work in more than one bubble each week.

Governors weighed up the impact of the shorter in-school day on Friday upon parents who worked full time and the safety of children and staff where a further person was introduced across several bubbles.

The Headteacher advised Governors that the drop off and collection times for parents, as well as shorter lunch breaks meant that children would receive more teaching hours across the week. For KS2 this amounted to three hours per week. These hours would be used to close any gaps in learning that had developed during the pandemic.

**Governors Questions (M):** *Will we meet the contracted hours for EY funding?*

**Answer:** *Yes, as the hours are either 15 or 30 and this includes breaks. The proposed hours include 25 hours teaching, not including lunchtime and breaks.*

Governors agreed that parents should be consulted on the school offer of four and a half days in school and a half day of home learning. The decision was based upon maintaining safety in bubbles, as it was agreed that this was of paramount importance.

**Governors Question (Pr):** *How are other schools approaching it? I notice that the NGA suggested that there would be some discretion.*

**Answer:** *Not sure on how other schools are approaching their recovery plans – all seem to have approached the lockdown and phased re-opening in different ways so I assume September will be no different.*

**Governors Question (M):** *Could Afterschool Club or Breakfast Club be used to provide cover for parents?*

**Answer:** *Due to the number of bubbles that would have to be maintained, it is unlikely that S4YC would have enough staff to cover. Potentially, this would need as many as ten staff.*

**RESOLVED:** that parents be consulted on the proposal to offer four and a half days in school and a half day of home learning.

**Action:** **The Headteacher to arrange to carry out a consultation with parents.**



The Headteacher advised that she had started to prepare an information sheet for parents regarding the new offer for September and what could be expected regarding drop off and collection, storage of belongings and symptom and testing guidance.

Governors noted that the transition to new classes would commence a week later than planned on 13<sup>th</sup> July. Children would be offered the opportunity to meet with their new teacher either via Google Meet for those based at home, or in the classroom and to carry out similar types of activities to those normally undertaken during class swap week

**Governors Question (M):** *Will the year groups be mixed, or will all year groups work separately?*

**Answer:** *There is some crossover between years but in the main they will be kept in similar ability groups.*

The Headteacher provided a summary of the staffing arrangements for 2020/21 and the teachers who would lead each bubble.

- UKS2 – Miss Jones, Mrs Causer and Ms Gidlow
- LKS2 – Mr Morgan/Mrs Denham, Mr McEnroe, and Mr Parsonage.
- KS1 - Miss Stokes, Miss Roberts, and Miss Oughton.
- EY – Mr Denham, Mrs Vaughan.
- Nursery – Miss Woods and Mr Davies.

Governors noted that the DHT had been removed from the bubbles to focus on targeted interventions, curriculum, gaps in child learning and monitoring the impact of interventions.

**Governors Question (M):** *Have we heard any more about the £650m in Government funding for one to one tuition?*

**Answer:** *the details have not yet followed the headlines. We will wait until September to find out more and decide upon an offer.*

*Schools will not be able to offer one to one tuition if children are in a bubble system.*

Governors considered practicalities of one to ones and national arrangements for closing the gaps.

**Governors Question (M):** *What about the holiday period? Will we give children any work to complete?*





**Answer:** Yes, maybe a grid of activities but no home learning. The school will be closed to all children so that staff can take a break and asbestos work may be carried out.

**Governors Question (M):** Where would we point parents to for holiday cover?

**Answer:** S4YC cannot provide this due to the asbestos work. We cannot recommend much as there may not be much out there.

The Headteacher noted how parents had been fully supportive of the school throughout the period and that there had not been a single complaint. The Chair recognised that the school had provided excellent communications with parents.

**RESOLVED:** that the proposals regarding the return to school in September and the learning offer be accepted.

#### Pupil Premium (PP)

The Headteacher advised that a review of PP children would be undertaken to assess any specific gaps in learning. Although too early to confirm what action would be required, some general planning had been undertaken.

**Governor Comment (Pr):** We will need to look closely at PP and perhaps focus on wellbeing (Happy Minds).

**Governor Comment (Pr):** School is clearly adopting a wide range of approaches to this. DfE project will be crucial also though note we will have to meet 25% of cost.

**RESOLVED:** that the following documents be agreed:

- Wider Re-opening Plan
- COVID-19 Recovery Plan
- Staff deployment in Recovery Plan
- Learning Offer.

**RESOLVED:** that the Headteacher's report be received with thanks.

## 9. FINANCE

The Headteacher advised that she was due to receive an update from the Finance Officer (LA) on 15<sup>th</sup> July and that she would circulate a budget report after the meeting. Governors noted that the school would be able to claim funds from the DfE for the COVID-19 related expenses but that full details of the arrangements had not yet been shared.

The budget had been agreed previously on 21<sup>st</sup> May 2020.



**Action: The Headteacher to circulate a budget update following receipt of the updated figures from the LA Finance Officer on 15<sup>th</sup> July.**

#### 10. SCHOOL POLICIES

There were no new or amended policies to be discussed. The Headteacher advised that she was to attend a briefing on the progression of the Pay Policy with the HR team (LA) and would send the policy out to Governors as soon as it had been received.

**Action: The Headteacher to circulate a copy of the updated Pay Policy as soon as it was made available by the LA.**

#### 11. DATE AND TIME OF MEETINGS 2020/21

<u>Autumn Term</u>	<u>Focus</u>
7 <sup>th</sup> October 2020	Performance and Pupil Welfare
25 <sup>th</sup> November 2020	Resources and Community
<u>Spring Term</u>	
20 <sup>th</sup> January 2021	Performance and Pupil Welfare
24 <sup>th</sup> March 2021	Resources and Community
<u>Summer Term</u>	
19 <sup>th</sup> May 2021	Performance and Pupil Welfare
30 <sup>th</sup> June 2021	Resources and Community

The meeting closed at 5.23pm, following discussion of confidential business.

Signed by [Signature] ..... Chair of Governors

Dated 1/7/2020 .....