



Learning together with Respect, Friendship and Perseverance

**Bampton C.E. Primary School
Minutes of the Local Governing Body Meeting
Tuesday 19th May 2020 7pm – held virtually using Microsoft Teams**

	Summary of Action Points:	Action:
	- HR to share link to EAC folder (on GovernorHub) with wider governing body	HR

Item	Meeting Minutes	Action:
1	Opening Prayer: An opening prayer was shared.	
2	<p>Welcome, Members Present and Apologies: Alison Bardsley (AB, appointed [skills] governor) Gaynor Cooper (GC, appointed [skills] governor) Wendy Copping (WC, staff governor) Julian Easterbrook (JE, foundation governor, chair of governing body) Penny Fowler (PF, foundation governor) Justine Heaslip (JH, parent governor) Stuart Homer, (SH, appointed [skills] governor) Debbie Jacobs, (DJ, foundation governor) Michael Jones (MJ, appointed [skills] governor) Carol Phillips (CP, head teacher) Fiona Self (FS, parent governor, vice chair of governing body) Gillian Waite (GW, foundation governor)</p> <p>Also in attendance: Kerry Collins (KC, school business manager) Robyn Jones (RJ, assistant head teacher) Helen Roberts (HR, clerk)</p> <p>The meeting was quorate.</p>	

Signed: Date: 1

3	<p>Notification of any urgent business:</p> <ul style="list-style-type: none"> - The governing body were satisfied that the urgent business regarding the school potentially reopening would be covered in item 6. 	
4	<p>Declaration of business or pecuniary interests and RPTs (related party transaction):</p> <ul style="list-style-type: none"> - No governor has registered a general business or pecuniary interest and no declarations were made with specific reference to this meeting agenda. 	
5	<p>Minutes of the Full Governing Body meeting held on Tuesday 24th March 2020 and matters arising from these minutes:</p> <ul style="list-style-type: none"> - The minutes were agreed as a true record and will be signed by JE at the next face to face meeting. - The action points were all completed (one item can only be actioned at a face to face meeting and HR will ensure this is completed). 	
6	<p>Head Teacher's Report:</p> <ul style="list-style-type: none"> - The governing body had no immediate questions generated by the head teacher's report. - Governors commented that the clear notification regarding safeguarding, and the steps being taken, were appreciated by the governing body. - Curriculum, Community and Personnel Committee chair, GW, summarised the data and the school improvement plan with reference to school closure. - CP summarised the current situation within the school. She explained that the school had needed to react quickly to new guidance and the proposed phased reopening of primary schools from the beginning of June. - CP gave the governors an explanation of how the school proposed to reopen, whilst following the relevant guidelines, and the challenges being faced. She explained the creation of groups/'bubbles' that would be assigned a classroom and teacher, and how these bubbles would not be allowed to mix within the school. - CP gave an estimation of the numbers of pupils expected to return and described the complex risk assessment documents made available by ODST and OCC (Oxfordshire County Council). - CP explained that it would not be possible for the school to restart breakfast and after school clubs because this would mean the bubbles mixing. Governors acknowledged the financial impact. - CP stated that the school's draft proposal had been sent to ODST. These plans are considered confidential until approved so have not been shared with parents and staff. - CP confirmed the school's intention to use 1st and 2nd June as Inset days – staff will use this time to prepare and confirm processes for safe movement through the school. - CP stated that markings would be placed around the school site to support social distancing, no parents/carers will be allowed on site. There will be comprehensive use of all available entrances and exits to support staggered start times and procedures that will keep the bubbles separate. 	

- CP told the governing body that each bubble will have two members of staff with them. This proposal will mean that staffing is already stretched to capacity, therefore, this plan could not be scaled up.
- CP highlighted how two members of school staff will need to adapt their roles and hours to support the proposal.
- CP explained that it would not be possible to provide hot school meals. The catering company have agreed and will (continue to) provide packed lunches to those children eligible and any others that want them.
- CP described how the toilet facilities would be managed.
- CP explained that the proposal states that the school would only be open from Monday to Thursday, with Fridays being used for PPA (planning preparation and assessment) time. This will also enable the cleaners to carry out a deep clean once a week on top of their daily cleaning schedule.
- CP explained that the school staff members will only be informed of the final plan once it has been approved.
- Governors were pointed towards the risk assessment documents on GovernorHub.
- The governors acknowledged CP's statement that there will be things the school has not anticipated and that they must be prepared for guidance to change quickly.
- With reference to the curriculum CP asked governors to be aware that pupils will not all have had the same home learning experience. She made it clear that the school was prepared to spend considerable time supporting pupils with their personal, social and emotional wellbeing, especially because they will be returning to a strange environment.
- CP stated that teachers will also be expected to provide home learning resources and instructions, the intention is to mirror the set learning in school for those attending.
- **Q: The governors offered their support and thanks for the great challenges being met. They asked if the governing body had the right to say 'no' to the school reopening?**
- **A: The governing body discussed this point in greater depth; they considered the home learning being offered and whether the quality of this would go down for those still at home when school reopens. They considered the health and safety implications for all involved and they discussed the information, dates and the government's five tests to be met before lockdown is eased.**
- **Q: Governors asked what other schools in the partnership had planned?**
- **A: CP explained that a meeting was scheduled for the following day for West Oxfordshire hub schools to discuss and share their proposals. She stated that all schools had the same risk assessment to complete.**
- CP explained that the schools had been given a clear order of priorities regarding the year groups being welcomed back.
- Governors noted that some families were struggling with home learning and the difficulties imposed by school closure. They considered this further and agreed that the opportunity to return to school was highly valuable to some.
- CP agreed and told the governors that teachers were starting to see a loss of momentum regarding home learning and several families had started to share how difficult they were finding things. She explained that as much support as possible was being offered and that the school was adapting provision to help.
- JE informed the governing body about the scheduled Emergency Advisory Committee meeting on Friday 22nd May. He reassured the governors that the reopening proposal will be considered further during that meeting and school improvement advisor Bob Pattenden would also be present.

	<ul style="list-style-type: none"> - [HR noted to share EAC folder on GovernorHub]. ACTION. - Q: Governors asked what the school would do if more pupils than expected turned up on any given day? A: CP explained that parents had been asked to tell the school with one week's advance notice of their intention to send children back to school. Any unexpected pupils will be sent home. The school needs this notice in order to prepare, and update the risk assessment as necessary. 	HR
7	<p>Chair's Report:</p> <ul style="list-style-type: none"> - JE repeated the reminder to the governing body that the EAC meeting on Friday would provide greater detail into the proposal for reopening. 	
8	<p>School Improvement Plan, pupil progress, pupil premium, review of data:</p> <ul style="list-style-type: none"> - CP asked governors to acknowledge the detailed conversation regarding this agenda item held at the CCP committee meeting on 28th April 2020. - She summarised this item and explained that the government had confirmed that no statutory data will be submitted for this academic year and OCC have confirmed that they will not be asking for any data from schools. It will not be possible to provide end of year outcomes. 	
9	<p>Items brought forward from committee meetings:</p> <p><u>CCP Committee</u></p> <ul style="list-style-type: none"> - (i) Summary of home learning impact: GW recapped this item and said the committee had been extremely impressed with the quality of home learning offered and highlighted that not all schools were providing home learning. She asked the governors not to underestimate the quality of the work being set and how hard the staff have worked to make sure all of the pupils can access it. - GW highlighted the point that the data had not identified any significant negative patterns across the school. <p><u>FPHS Committee</u></p> <ul style="list-style-type: none"> - (i) Summary of budget adjustment and next steps: SH briefed the governors on a budget adjustment discussed at the committee meeting. - KC explained that she had spoken to Martin Bayliss (MB, ODST Finance) and cleared up the confusion. She clarified that this positive alteration in the school's carry forward amount did not impact the requirement for the budget to be balanced in year and it would not have made a difference to any difficult decisions faced by the governing body. She agreed to monitor and adjust the carry forward monthly moving forward but suggested that the committee members did not need to follow this matter up any further. - JE thanked KC for her persistence on this matter and for the provision of a clear and robust answer. - (ii) Budget approval: The governing body approved the budget as recommended by the FPHS Committee. - (iii) PF re-election: SH notified the governing body that PF had been re-elected at the committee meeting. - (iv) Staffing update: CP summarised the successful remote recruitment process undertaken by the school. She highlighted how several positive elements through this remote experience will be taken forward to future recruitment cycles. 	

10	<p>RSE (Relationships and Sex Education) consultation and arrangements:</p> <ul style="list-style-type: none"> - CP explained that this policy was still expected to become statutory from September 2020. - She explained the requirement to consult with stakeholders regarding this policy and how other schools had achieved this online. - CP asked the governors for their approval to hold this consultation in a similar way. The governing body unanimously approved this proposal. 	
11	<p>Policies for review: The following policies were unanimously approved by the governing body:</p> <ul style="list-style-type: none"> - Collective Worship Policy - Science Policy - Safeguarding Policy (Covid-19 update) 	
12	<p>Health & Safety and Safeguarding updates:</p> <ul style="list-style-type: none"> - [Also see item 6 for safeguarding]. - WC briefed the governors on the requirement for the school to provide OCC and SENSS (Special Educational Needs Support Service) evidence in the form of accountability reports and documents. She highlighted the tight deadlines set and praised the hard work and dedication of staff to meet this target. She told the governors that the school had been congratulated on their excellent work in this area. - CP informed the governing body that all health and safety maintenance and checks were being carried out as normal. 	
13	<p>Governor visits, training and vacancies:</p> <ul style="list-style-type: none"> - There were no items to discuss. 	
14	<p>Any other business:</p> <ul style="list-style-type: none"> - Governors asked the school to keep them in touch with decisions made regarding reopening. - WC informed the governing body that the transition work for pupils in year 6 leaving for secondary school had started and data had been sent on to the necessary organisations. 	
15	<p>Date of next Full Governing Body Meeting Tuesday 7th July 2020 at 7pm.</p>	
	<p>The meeting finished at 8.20pm.</p>	