

Bridgemere CE Primary School Governing Body Extraordinary Virtual Meeting via Microsoft Teams

Monday 13th July @ 6pm

Part One

Present

E Ford (Chair) B Dolman (EHT) C Middleton (HOS) J Morgan. S Knott, S Willington, E Fradley J Forshaw

1. Apologies

R Lewis and S Foyle

2. Declaration of Pecuniary Interests

BD is Executive Headteacher of the Real Life Learning Academy Trust.

LF is also a Director of the Real Life Learning Academy Trust.

3. Declaration of AOB

Staff Absence Insurance Quotes

4. Minutes of the meeting held on 16th July 2020

The Minutes were approved and will be signed by the Chair when next in school. The HOS asked that part one of the minutes from 4th Feb 2020 – Policies to be reviewed to include that the admissions policy dated 2021 – 2022 was approved on 4th February by the governors.

5. Matters arising

Sports Premium Funding has been confirmed for the next academic year.

6. Risk Assessment re September start

The EHT has received the new updated risk assessment and will update Bridgemere's with the checklist and additional questions that need to be completed and returned to the LA by the end of term. The EHT will forward the new updated risk assessment taking out anything that is no longer relevant to LF for the panel to look at and feedback to BD. This will be available by Friday to allow the HOS to meet with staff, then following this the EHT will hold a virtual meeting with staff to answer any questions.

New guidance around cleaning was shared with governors and the advice for toilets and tables to be cleaned 3 times a day was discussed. The EHT explained that unions have said that cleaning should not be done by staff as this would be classed as extra work. Discussion around how this criteria could be met followed and the EHT said that other schools feel that it is difficult to meet this considering the Department for Education have said there would be no financial help to schools. The LA have also agreed this is difficult and have therefore expressed this to the DfE and are awaiting a response. Solutions could be to employ an extra cleaner, which would impact the school financially, in the middle of the day and the HOS has asked the cleaning company who will try and find someone and will get back to her.

Ask the Caretaker to work an extra hour or work different hours, the second option could impact on opening up and the gritting policy in the winter.

Use one cubicle for half a day and the other cubicle for the second half. Following discussion, the HOS felt there may be a way this could work to reduce traffic and would look at it with the EHT

A question was raised regarding staff facilities and the HOS would work on this too.

The governors agreed that the panel can approve the new recommendations.

7. Finance update

The Sports premium funding has now been factored into the budget.

The budget needs to be approved by the governors following discussion of the following changes EHT time at Bridgemere has been discussed by D Shaw (RLLAT) and LF (Chair) and agreed that Bridgemere will be invoiced for 9 days of the EHT time during lockdown as BD has been on site and completing risk assessments. Going forward EHT needs to be proportioned fairly as once Bridgemere do join the Trust they will pay a top slice. The Budget has been set at £17500 for this and as Acton and Calveley are paying a greater amount RLLAT have asked for an additional £5000.

The governors asked the EHT what this additional money would be for.

The EHT explained that the Senior Leadership Team meet together as 3 schools where preparations and decisions are made with the EHT with the EHT sorting any problems.

The EHT also covers quality assurance so there is an opportunity to save on a School Improvement Partner (SIP). The EHT visits Bridgemere when the HOS is teaching making her operational when ideally she should be working alongside the HOS in a mentoring role.

Governors discussed the benefits of asking for a Service Level Agreement from RLLAT for the EHT charge. At this stage the EHT left the meeting for discussion to take place.

A governor stated how they valued BD especially following the previous experience of 3 Headteachers leaving the school. A discussion regarding the SIP took place and that they could choose to have a SIP but they don't have to. If BD was not operational and working alongside the HOS then a SIP's prospective offering new ideas was beneficial.

The Governors agreed the charge and would ask RLLAT for an SLA for the EHT time and they agreed to keep the SIP.

The Governors formally approved the Budget.

BD returned to the meeting at this point.

Staff Absence Insurance Quotes

Quotes received from

AIS - £2426.90 – Current provider, liked by the Bursar with a simple and easy to use system

Teacher Absence - £2745

Educare - £4190.65

The EHT said that RLLAT had had some issues with claims lately with AIS. They have refused 2 claims that should have been covered stating that the paperwork was not received on time, this was due to the company's staff working from home during lockdown.

The Governors discussed the 3 claims and felt that all companies would be facing similar problems and agreed to go with AIS but to be mindful of following up any claims in the future. HOS to inform the Bursar of this decision.

8. Policies

The Policies had been uploaded onto the Governor Hub prior to the meeting.

Acceptable Use Policy

1st line – Spelling mistake in Bridgemere

Change from The Trust to Bridgemere School

Change to Governors not Directors

Admissions

In applications for admission a paragraph has been added as the church has been closed
Start Term following 4th birthday
5th birthday 2015-2016 are admitted Sept 2021 should read born between 2015-16
BD will send the RLLAT policy to compare as it is much clearer.
First name only on the application form
The addendum due to covid was approved

Bullying

Towards the end H missing from LF name

Looked after children

VSH should be written in full – Virtual School Head

Mental Health and Wellbeing

Adapted the RLLAT policy – Needs a Governor and staff representative. Important as Ofsted will ask about staff wellbeing. HOS will discuss with staff for staff representative and LF will be the Governor Representative.

To be approved at the next meeting.

Pupils with additional needs

New policy and governors happy to adopt this.

Collective Worship

Christian value meaning of Koinonia to be added in an appendix at the back then adopt this policy.

Daily procedures

EHT explained this does not need to be a policy and CM agreed this could form part of the Staff expectations booklet.

E- Safety

Named Governor is the Safeguarding Governor – JM

To be updated in the autumn term, **therefore approved at the next meeting.**

RE Policy

To go with the Collective Wordship and HOS still adapting this. **Approval next meeting.**

British Values

Daily collective worship mentions a Curate, change to church representative

Also add PC Jarvis under democracy and law as he visits regularly.

Approval next meeting.

Volunteers

Add Governors to the list

9. Safeguarding

As the Safeguarding Governor is unable to attend school due to Covid a virtual meeting is to take place with the HOS to discuss what the school has done to protect children during lockdown.

10. Curriculum

The EHT discussed the recovery curriculum which will allow flexibility and close gaps. It is not appropriate for the children to move into a new year group after missing half a year of school. Maths, English, Science, PE and active 30 will be taught, with time to talk sessions timetabled to help with the reintroduction of routine, and to help with friendships and bereavement. Some subjects will not be taught like Geography and History. This will happen during the Autumn term to help with recovery and close gaps then in January the children will be taught the national curriculum.

A question was raised regarding the amount of time for PE and the EHT explained that some children will not have been active during lockdown and PE is a heavily weighted academic focus for the school and this will help with reducing obesity and allowing some down time.

Governor asked if the children would be back on track by September 2021 and the EHT explained that everything will have been covered in the year with daily drills to prompt and remind what they had missed in order to refresh the information.

Governors were asked if they agreed with the recovery curriculum and they signed this off.

11. Schools Christian Vision

The HOS explained the Siams SEF has been completed.

The vision Rural Schools with a big Christian vision needs underpinning and she would like a panel including a couple of parents and a Governor to share ideas with, EF agreed to be the Governor on the panel.

12. Chrome books

It is evident that some children across the country during lockdown have fared better than others when it comes to remote learning. From Sept there is an expectation from the LA that every child should have a device to access remote learning should we go into a further lockdown.

The EHT has been granted funding to allow all children to have a google account including an e-mail account so they access the platform G suite which is 100% safe for children to access school work. Therefore, the EHT and HOS would like to offer a chrome book to every child which will be used in school and also taken home. Work started in class could then be completed as homework. This is also a USP for the school and if could prove cost effective if new children join the school. Should lockdown happen again then the transition to remote learning would be seamless, with children accessing the learning themselves allowing parents to work from home.

The proposal of 51 chrome books were discussed

To buy outright - £10,000 with a predicted 6 year shelf life

To Lease (3 year agreement) - £2500 per year but includes replacements and maintenance

The funding of the project was discussed, FOBS could be asked but it was agreed that as they had already contributed to the Clevertouch screens so they could use their funds elsewhere.

DFC money could be used but as a voluntary aided school this needs to be discussed with C Penn. The bursar was investigating this option.

A question was asked what would happen if a parent did not have broadband and the EHT explained that a dongle could be used. It is a low percentage of families that don't have broadband approx 2%, but more children do not have use of a device, with some families only have one device to share. The Governors agreed that leasing would be a better option as you have the benefit of insurance and in 3 years time the USP might need to change. They agreed that the parents and children should sign an agreement on how it should be used and a deposit of £10-£20 would be asked for. S Knott offered to look at the quotes and will respond to the EHT. The governors approved that this could be a Chair's action once a decision was made.

The EHT will forward the letter to parents to LF & SK and if happy with the wording this can be sent to parents, this will also include the contribution request to cover insurance and accidental damage.

13. Inset and Term Dates

Approval was granted by the Governors for 3 inset days at the beginning of September. The school closes on 24th July 2020 and will not re-open until the start of Sept and therefore giving the staff an extra day to prepare the classrooms especially if the covid guidance changes.

Staff in Tues, Wed, Thursday and children in on the Friday for one day to ensure all measures in place ready for following week.

The inset on 22 Feb 2021 will be cancelled.

The Governors approved this and asked that when parents are informed the rationale behind this is explained in the letter.

EHT confirmed that there will be 2 weeks holiday in May next year.

Date of Next Meeting

Wednesday 16th September 6pm

This may be in school if possible otherwise a virtual meeting will take place.