

Shap C of E School

Full Governing Body Meeting Minutes

01 July 2020

1. Opening Prayer

The meeting, held via Zoom, was opened at 18.36 with a prayer led by Alun Hurd

2. Attendance

Steve Gee, Julie Graham, Pauline Harron, Katie Chappell, Val Sowerby, Dot McColm, Alun Hurd, Vicki Capstick, Rib Williams

Present: Siobhan Beck (Clerk), David Salmon (General Advisor, Learning Improvement Service, Cumbria Children's Service)

3. Apologies for Absence

Richard Lendon

4. Declarations of Interest

DS suggested that KC was not included in the discussion for Item 12, this was agreed by all governors present

5. Approval of the Minutes of the Last Meeting 13 May 2020

The following amendments were proposed:

Item 5 JG informed that a meeting was held with Bursar Laura Rose, KC and Sarah Caton and it was reviewed by SG, KG and KC by Zoom and email. Should have stated JG not KG.

Item 7 JG outlined that the Caretaker is going in to do regular checks on the building including fire checks and water flushing. This should state KC not JG

The minutes were then approved by the governors present

6. Matters Arising from 13 May 2020

The governors raised updates on some of the issues that were discussed at this meeting such as home learning engagement. It was stated that these issues will be addressed again in Head Teachers Report and under points 10 – 13 at this meeting.

7. Business Critical Decisions

Changes with the number of children that are in school were highlighted. Vanessa and Angela were given a special mention to be included in the minutes and reflect the governors appreciation. They have a dual role of reaching children in school and being responsible for home learning. This is a very demanding task and they are working extremely hard. JG asked how all the staff were coping? KC outlined that staff are tired and ready for the holidays. There is worry about anything cropping up in the last two weeks of term that derails current plans but staff are continuing to work hard. KC is utilising the 'at home' staff to support planning and they are leading on some tasks, such as Suzanne providing the Catbells weekly zooms.

Parents were sent a Home Learning survey. Not everyone replied, but there were enough responses for it to be significant and to see what needed tweaking, a few changes have been implemented as a result, help for individual families who requested it and suggestions such as sending out the weeks learning at once at beginning of week to allow families to be better organised. VC stated that it had been useful as a confirmation that what they were doing was working and that they have been able to accommodate requests. DS asked if there was a tailing off of engagement, as has been noticed in other schools also. VC replied this week they have noticed that. VS highlighted that people are returning to work next week and that they are getting ready for that rather than home learning. KC said they have been helping people with what to prioritise.

Active Worship is continuing, sadly it is not possible to ascertain who is engaging with it. JG commented on the range of things that are being offered, she suggested that it hopefully meant that there should be something that will appeal to each pupil. SIAMS

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was also discussed. JG stated that with the consistent and varied worship lessons provided it can be seen that thing haven't been neglected on the RE side. It puts us in a good place to pick up planning for SIAMS inspection when all pupils back in school. DS asked if we have a SIAMS inspection due.

The use of Zoom has been started, to get groups of children together, some are social some are learning based. VS said it was amazing, her daughter has been looking forward to it and they are buzzing after it. JG said it was lovely for the children to see their friends and teachers especially for those that are changing teachers in September, it will hopefully help with the transition.

Two requests were received in the survey for online teaching, a discussion amongst the staff, and the cluster the school is part of decided it was not possible due to capacity, for this term the Zoom groups are what was offered instead. RW commented that the work that has been sent through has been fantastic and clear, with no grey areas, families know what is expected, it has been fantastic.

Fun Fridays has been introduced and have had lots of positive feedback. This is for home learners, takes place outside on the field so can be physically distanced. In the last week of term Action Ants who provided this are going to put sessions on for the children who are attending school in person so they will also get this opportunity.

Earth Education sensory games and activities is to happen at the end of term

8. Monitoring how the school is continuing to provide care for children who are vulnerable

Two children have been identified in the school and referred for some additional support. KC felt that they were being well looked after. JG asked about the referral time/waiting lists for one particular external agency, as historically they have been quite long. KC stated that support has picked up quickly. Since recent referral the families have already had contact and remote appointments. DS highlighted that this is a benefit of Zoom and other contact time, as time is not being spent driving around the county. Last meeting it was discussed that some families were struggling to engage after the Easter holidays. Staff continue to work hard to engage all families. There is weekly, in some cases daily, phone contact to support this, offers of 1:1 zoom catch ups. Teachers and TA are in regular email contact about pupils work and well being. External agencies are still involved with individual children, using zoom and telephone appointments, for those who need it. SG asked how do you know if it has been successful, KC answered that the agents would contact the parents and the school, a communication record for each child is being kept which should also included external agents. JG spoke about the good support for those children that have additional needs as she is aware of other families (outside Shap School who feel disappointed) and that SEND pupils have been forgotten. This is very much not the case at Shap School.

9. Any issues arising from how the building is being used

Caretaker is still working. SG talked about the leak in the flat roof above the door outside Catbells, there has been signs of damp still, not sure it is existing damp, the new door or a new problem, the current damp patch has been drawn round and it will be monitored. A broken slab at the back of the field has a pallet over it to stop people falling in. It needs removing but it is tight space, the slab needs removing and replacing with something more suitable. There were hopes that the fire brigade would take this on as a training exercise but they have said no so we will be looking at other options. The hot water boiler in the staff room needs to be replaced it is 15 years old and is not repairable. All governors agreed that this as a necessity and that if the next one lasts a similar time then it will prove good value for money.

JG asked about free school meal provision and how the scheme was working as there

had been some previous issues. KC stated that families will have their vouchers to cover the whole summer at the beginning of the holidays, and they will then budget them or use at once as they see fit. It has been a relief to have Julie Hunter organising this as it is one of the tasks that takes up time. Everything is in order so far. PH is going to keep her food scheme going until the beginning of the next term. She explained that some people were hesitant at first but she is seeing an increase and different kinds of people taking up the service now. All governors agree that this is a valuable service and thanked PH for all her continued hard work.

7.15pm AH left the meeting. KC and DS outlined the support that KC has been offered as Acting Head from National Leader in Education (NLE). DS explained that other Heads are postponing some support until September when it may be more beneficial and urged KC to consider that rather than fit all support into the very end of term time. 7.18pm AH returned to the meeting.

DM asked if the school will definitely be closed for the summer holidays, after reports in the media were suggesting otherwise. KC said that they don't have the capacity to open over the summer. KC is going to write to the parents about the school being closed over the summer, and inform them of what we know for September opening with an assurance that all plans will be fed back to families as they are agreed. The governors present gave their full support to this, this support is to be mentioned in the letter that SG stated he is happy to draft with KC and joint sign. DS asked what the view was of Shap governors regards school opening in summer. Governors agreed that the staff have worked so hard that they deserve a proper holiday break. JG stated there will be lots to plan and prepare for September opening anyway and we know that the Autumn term will be a busy and stressful one to come back to. Also that families and pupils are ready for the summer break too.

10.Support being given to parents and carers to help them educate their children at home

These issues were covered in item 7 discussions about home learning, zoom sessions and provision of Fun Fridays. Also in item 8 discussions about weekly or daily support contact for families and liaison with external agencies

11.Monitoring the well being and welfare of pupils, staff and stakeholders

These issues were covered in item 7 discussions about the well being of staff and how they are coping at the moment. The completion of a home learning questionnaire with families to gauge support needs. Also in item 8 discussion of weekly or daily contacts with families, these contacts are for support as well as the educational work.

KC left the meeting at 7.45pm

12.Recruitment Panel Update

This item is confidential and has been recorded and filed on a separate set of minutes.

8pm KC returned to the meeting. SG spoke on behalf of the governors present to show their appreciation of her hard work during Covid-19 crisis.

13.September 2020+ including staffing update

Planning for transitions for the children is currently being put together. VC talked about a Y2 to Y3 art activity to do at home with a zoom class the week after, a getting to know you session.

Thoughts are being given to make the end of year for Y6s special for them, creating films and videos for the children and a special lunch for them. Speeches are being written by ? to give them a good send off.

On Thursday 02 July there will be more information about September, base line assessments in first week to decide where to start from. It is difficult to plan now until there is more information available. An Inset day for September has been planned and some training is organised.

Sally Parkyn is leaving at the end of term as she has a full time position in her other school, in the interim a supply teacher has been appointed. KC outlined how the support staff can be utilised in September as a result of these changes, including TA support at KS2. Governors agreed that any extra provision was beneficial as there will be lots of practical and support needs over the academic years whilst we are still dealing with Covid 19 and its impacts.

DS talked about music, singing should not be introduced or should be taken out especially if you have external provision. Indoor PE might have to stop due to disinfecting issues. DS asked the governors present what their thoughts were on schools concentrating on English and Maths as a means of catching up. SG said it doesn't sound exciting, not embedded in other topics learning through a variety of subjects. JG agreed that a broad and balanced curriculum is something that Shap School does extremely well and that there are lots of options for the Maths and English skills to be used in a variety of ways and subjects, like we do already. KC stated that she thought there will be parts of those key areas that some pupils will need help to make up. The children's needs need a tailored approach depending on the child. DM agreed, that it should only for children that really need it, RW mentioned a recovery curriculum, feeling safe and supported with maybe one to one time to make them feel special, it is important to get them used to being back in school first, then do the teaching. KC said that they would find that staff will find a focus on those two subjects alone hard too. AH agreed must not forget the child in the teaching, not interesting for the teacher to concentrate on only two subjects. The governors are clear that they want to see the continuation of a broad based curriculum and pupils gently reintroduced to school life. RW asked about OFSTED inspections, DS hopes that there wont be any in September. RW praised the daily worship continuing and that that should be highlighted for SIAMS.

JG referred people to the papers that went out with the agenda and that there are some vacancies on the committees and individual link governor roles. All governors were ask to think about what vacancies they can fill and to contact JG, SG or KC with any questions about roles or committees they may have. We will look to finalise all these positions in September ready for face to face meetings being resumed when possible. Information on staff will be sent out with the minutes.

14.Any other Business

The governors present felt that felt that would like to show their appreciation, in some way, to all the staff and their hard work this year. JG And VC agreed to come up with some ideas for a token of thanks to all the staff and they will feed back to governors outside this meeting. JG mentioned that the elections for Chair and Vice chair will be held at the Full Governing Body Meeting in September these posts are open to anyone to put themselves forward. Please feel free to contact JG or SG for any information or questions about these roles.

Suitable days for governors meetings in the next academic year were discussed. It was raised that Tuesdays are not possible, Wednesdays can be busy with other events at school and work commitments. We will look at availability in the school diary and see if any consensus can be met.

Meeting closed at 8.05pm