

Shap C of E School  
Full Governing Body Meeting Minutes  
Wednesday 13 May 2020

**Opening Prayer**

The meeting (held via Zoom) opened at 18.05 with a prayer lead by Reverend Alun Hurd

**1. Attendance**

Steve Gee, Julie Graham, Katie Chappell, Alun Hurd, Vicki Capstick, Dot McColm, Rib Williams, Richard Lendon.

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

**Absent:** None

**2. Apologies for Absence**

Pauline Harron, Val Sowerby

SG outlined why the Agenda was short, that at the moment only the essential Governor business needs to be given attention.

**3. Declarations of Interests**

There were no declarations of interest

**4. Minutes of the Last Meeting and Matters Arising**

The minutes were agreed by the governors present.

**5. Business critical decisions (including school budget, updated policies)**

A budget has been put together and an overview was brought before governors for agreement. 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. KC highlighted that there was a surplus of 3.5% from the previous budget that will be carried forward into 2020-21 accounts.

A three year budget plan has been put together based on the following, pupil numbers are pretty stable and underestimated so they could go up, staffing levels to be held, and will be reviewed in Autumn term when a new head is hoped to be appointed, and termly as new children are inducted into Nursery. The budget will be revisited in the Autumn assuming that the process to appoint a new head can start again then. It is difficult to consider which pupils will be in the school in the coming years especially with regard to SEN. Wrap around care to stay as it is currently and will have to be reviewed in October. A member of staff was mentioned and is recorded as a confidential item on separate minutes. A dance coach, is being thought about using sports premium money which would allow the staff to use the time for Curriculum Co-ordinator time.

SG asked if there were any questions.

RW asked about what was happening about the recruitment of other staff. DS advised that it is happening in other places who were making virtual appointments. DS agreed with KC sentiment that she needs as many staff as possible, when children come back there are going to be huge issues with children settling back in to the school and back in to the way of learning in that environment and possibly catching up. The present Y1 is likely to have a lot of catching up for Y2. The adjustment for pupils to being around other children is going to be huge, if they do return in June they will have a few weeks in school before the break for the summer holidays and then having to adjust again in September. DS also suggested that the budget should include at least £1500-2000 for training and support of a new headteacher, supply cover will be also needed and support for KC as she has agreed to extend her time as acting headteacher.

SG talked about the support needed in the classroom on returning, KC acknowledged that these needs would need to be met in a future budget (training and supply costs).

The budget was accepted by all present and was agreed that it could be submitted.

**6. Monitoring how the school is continuing to provide care for children who are vulnerable, children with ECHPs, the children of key workers, associated risks, issues etc**

KC went through parts of her Headteachers report, there are about pupils 5 children with ECHPs and couple who have social worker involvement. All these children plus those with special needs have a member of staff assigned to them. Some are getting daily or twice daily calls, some once or twice weekly. The staff team have been receiving support from the Safeguarding Hub to support families who have social workers' involvement.

**7. Any issues arising from how the building is currently being used and remote working for staff**

JG outlined that the Caretaker is going in do regular checks on the building including fire checks and water flushing. Legionella tests have been arranged and are to be completed in the week commencing 18 May 2020. It has been deep cleaned and will need a light clean before opening. KC has been coordinating with Jeff to make sure he has jobs to do, his time is being utilised to do some of the outstanding jobs on the grounds, for example old picnic benches removed and replace with new ones.

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

Class teachers have been communicating with children as often as possible. Records are being kept of all communication with pupils these are shared amongst the relevant members of staff. Families not engaging are receiving email reminders and then phone calls for support, as appropriate. AH asked whether that had worked. KC replied that they are all engaging but some are not doing any home learning at all.

School laptops, paper and pencils have been given out from the school to families that need these resources. A box of toys and puzzles have been made available for one family who have needed that. Reward systems have been kept in place.

RW mentioned that about 4-5 children in each class was quite a lot of children who were not engaging. KC replied that a week into home learning was the Easter holiday which had made it more difficult to get restarted afterwards, she also mentioned that engagement had increased over time and all families are engaging to some degree. KC reported that some families who are not engaging with the work set by school, are being productive with other activities such as helping around their farms, or gardening and baking for example. RW praised the School staff for their hard work.

DS asked if any of the children entitled to places in the hub didn't take it up due to the distance. KC felt it was not about the distance, but that Parents felt the children were safer in their own homes and/or that they would not have got the consistency of support (where that is needed) in the hub, that they get in the school. AH thanked KC for keeping the collective worship going, for the wonderful VE day resources, he asked about the Salvation army food deliveries, KC advised that most of it has gone to other school as most of the Shap families are using PH's food parcel system. It was recognised that PH is working hard and doing a fantastic job. Everyone was very thankful to PH and the school for their hard work feeding families.

#### **9. Monitoring the wellbeing and welfare of pupils, staff and stakeholders**

AH asked about the well being of staff and the morale. KC outlined what she had been doing to support her team lots of emailing, virtual coffee and chat meetings, WhatsApp group, informal chats and group chats, VC mentioned that she was glad of the time to talk things through with KC and her group who are working together.

SG mentioned that he has been spending more time talking to KC than at any other time. KC said that the cluster heads are really supportive and a great group to work with. SG asked if that collaboration is going on now will carry on in the future, KC hoped that it would, and that consistency of decision making is vital now to ensure that all the Schools in the cluster are making and communicating decisions together and at the same time particularly over the decision of if and when to re-open schools.

#### **10. Any other Business**

JG mentioned the policies that were sent out with agendas were updated to reflect the measures around the virus. Child Protection policy has had sections added to reflect the situation with Covid-19. No other policies will be reviewed for the time being unless there are elements of them that need to be added, to reflect the current situation.

DM congratulated all the staff for their hard work and that pupils are being so well looked after. SG agreed with DM.

RW mentioned about the impact of re-opening a school, it is a very complex decision, KC will know which teachers will be able to cope with that, she voiced her support for KC in whatever decision is taken. KC replied that in she had discussed with the Cluster Heads that the hub school will be closing over half term, discussed how to balance the government's expectations with union advice and the well being of children, about the difficulties of split classes in the school, which teachers are vulnerable, nursery hours. They are waiting for guidance from the Local Authority and Primary Heads Association. DS mentioned that it is from 1 June not on that date that schools could be re-opened and that governors must be happy that a thorough risk assessment has been done before the children return. If after this has been done it is not deemed safe then, it is acceptable not to open.

RW mentioned about possibility of parents saying why are we not going back. DS mentioned that it will be a new normal in small groups with an adult. RL mentioned that the decision is a balance between advice, risk assessment and evidence and the need to be dispassionate and objective. RW talked about the evidence being how many staff KC has, for example.

SG brought the meeting to a close and asked all present to be aware of the complexity of the operational decision making, evolving guidance and risk assessment process before a decision can be reached about re-opening the school. He hoped that all present found it useful to get together. All governors thanks were given for the hard work of KC and all the staff supporting the school and its pupils. SG and JG complimented governors on their own adaptability in having a virtual meeting.

The meeting closed at 19.00

Date of Next Meeting:

Full Governing Body Meeting Wednesday 1<sup>st</sup> July at 6pm