



RODE AND NORTON ST PHILIP SCHOOL FEDERATION
Executive Headteacher: Mrs C Tommey

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Minutes of a Governors' meeting on **Thursday 16th April 2020**
Virtual meeting using Microsoft Teams

Minutes

Present;

Bill Jackson	Foundation Governor – <i>via telephone link</i>
Kim Slade	Staff Governor
Carolyn Tommey	Headteacher
Caroline Whitehead,	Chair & Foundation Governor
Rev. Caroline Walker	Foundation Governor
Richard Clayphan	Vice Chair & Co-opted Governor
George Muxworthy	Co-opted Governor
Andrew Carr	Co-opted Governor
Kirsty Tozer	Co-opted Governor
Philip Miller	Co-opted Governor, Chair of Finance and Buildings Committee
Iestyn Lewis	Parent Governor
Sam Nicol	Clerk

Confidential agenda items are identified and highlighted in red.

Item No.	Item	Action
1.	<p>Prayers, Welcome and Introductions, Apologies, Pecuniary Interests, Urgent Items and appointment of Co-opted Governors</p> <p>The meeting was opened in prayer. The Chair thanked governors for attending the meeting, set immediate meeting protocols and informed governors that it was important to continue the work of the Board during school closure. The Chair reported great feedback from parents and carers on the provision of home learning following school closure.</p> <p>Apologies accepted from: Siobhan Thompson who was unable to access the Team meeting. Pecuniary Interests: Bill Jackson, Staff member</p>	

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	<p>The telephone link to Bill Jackson caused interference with the Teams meeting. Bill Jackson left the meeting at 11:08am</p> <p>Appointment of Co-opted Governors: Georgina Muxworthy – re-election as Co-Opted Governor. Proposed by Caroline Whitehead, seconded by Carolyn Tommey. Unanimously agreed.</p> <p>Bill Jackson – Temporary election as Co-opted Governors pending re-election by the Somerset Methodist Circuit as a Foundation Governor. Proposer: Philip Miller, Seconded Georgina Muxworthy. Unanimously agreed.</p> <p>The Chair confirmed her re-election as a Foundation Governor for a 4-year term of office by the Bath and Wells Diocese.</p>	
2.	<p>Minutes of the Governors’ meeting held on 5th March 2020 Signed as a true and accurate copy.</p>	
3.	<p>Matters arising:</p> <ul style="list-style-type: none"> On-line Governor Training – all governors identified at the last meeting have been sent a link to the on-line Safeguarding Training. The Chair asked all governors to complete their training as soon as possible. Headteacher Recruitment – the school received a reasonable number of applicants and the governors’ selection panel were able to complete the formal and robust short-listing process. The interview process is now on hold until further notice. Most likely, interviews will be held in the Autumn Term. Interim headship arrangements will be put in place for September and CT has offered to remain available with advice and guidance. 	<p>ACTION Governors to complete Safeguarding Training asap</p> <p>SLN to re-send the on-line training link to PM</p>
4.	<p>Virtual Meeting Protocols The policy for virtual meeting protocols was agreed unanimously.</p>	
5.	<p>Delegated Powers and Chair’s emergency actions Governors agreed that in the absence of both the Chair and Vice Chair of Governors urgent/emergency actions would be delegated to Caroline Walker, Foundation Governor. This delegation was agreed unanimously.</p>	
6.	<p>Revised action plan for the Board and future meetings The action plan for governance and future Board meeting will change to reflect the on-going Covid-19 government instructions for educational settings.</p> <p>Governors were encouraged to email the Chair with any governance issues or concerns.</p> <p>It was noted that School House Trust funds was available for Norton St Philip pupils who required funding to support continued education provision.</p>	
7.	<p>Headteacher Updates:</p> <ul style="list-style-type: none"> Well-being of pupils, staff and the wider school community The Headteacher reported that the priority for the majority of pupils was to maintain a social connection, for them to stay healthy and access home learning. A small minority (2) of pupils with EHCPs and deemed to be vulnerable were subject to more direct and regular contact. One pupil is successfully accessing home learning and the other pupil is accessing, with appropriate support, two days at Rode School under the Government guidelines for vulnerable pupils. The Headteacher was confident that the federation 	<p>ACTION Chair to write a letter of appreciation to staff</p>

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was providing care for the well-being of all pupils as far as is possible within the current situation.

A WhatsApp social group supports staff-wellbeing. 42% of staff were self-isolating or shielding vulnerable family members. Where possible these staff were working from home. 58% of staff were available to attend school to fulfil the Governments instructions to remain open for vulnerable pupils and for pupils of key workers. Staff attending school are on a two-week rota with a balance of KS1 and KS2 staff. A Safeguarding Lead either on site or on call covers each day and the school have been able to meet the requirements of Paediatric First Aid cover from the bank of trained staff.

The rotas may become more challenging if a percentage of the 58% become unwell. The Head has received over 20 different advice documents from the DfE during the crisis to date. Staff attending the school site are observing social distancing as far as possible. Staff are provided with disposable gloves, hand sanitizer and each child has their temperature taken on arrival. The school is subject to enhanced cleaning and no parents are permitted on site. Any child with a temperature is isolated with a member of staff and sent home at the earliest opportunity. All the relevant information and guidance for staff is posted on the staff notice board in the staffroom. Governors wished to thank all those staff who have worked during the Easter holidays. It was noted that Teaching Assistants will be paid additional hours if they worked during the Easter break.

Governors wished to extend their thanks and gratitude to all staff and to acknowledge this, the Chair will write a letter of thanks to circulate to staff. Governors were asked to acknowledge the huge pressure on the Headteacher during this unprecedented crisis. Concerns for her well-being were noted.

The headteacher reported that it remained difficult to maintain a presence in the wider community. Contact telephone numbers were available on the school-closed signs located on the school gates and the newsletter was still being circulated to parents and the wider community on a weekly basis. The FLP Headteacher's WhatsApp group is providing a helpful support network.

- Plans for remote learning

The Headteacher reported that teachers have gone to extraordinary lengths to meet the home learning needs of pupils. Teachers are regularly emailing parents. For families not engaging via email, teachers are telephoning parents to stay in touch and to check on the progress of home learning. This has been a new way of teaching with a steep learning curve. Teachers have been amazing, producing home learning packs with timetabled collection slots. On-line safety guidance has been included in the weekly newsletter.

Teachers are sharing children's work to the website home learning pages. Governors should not underestimate the huge workload for teachers, re-planning and adapting lessons for home learning.

A parent Governor commented that the home learning had been well structured but on occasions had felt a little overwhelming. The hard work of teachers was appreciated. The Headteacher considered it important to give teachers a break from home learning over the two week Easter holidays.

The Headteacher shared her concerns for children re-adjusting to school life when

	<p>schools reopen.</p> <ul style="list-style-type: none"> Provision for vulnerable learners and key workers After an original 31 requests for education provision from key workers this has dropped to a core of 18 families who have now provided evidence of key worker status. Take up during the Easter break is low with between 1 and 5 pupils per day. Even when 1 pupil attends there is a requirement for 3 members of staff. <p>Free School Meals continue to be provided to all eligible pupils through the Local Authority food delivery service.</p> <p>Daily attendance records, for those children attending school, are sent to the DfE and SCC.</p> <p>Q. Are parents giving sufficient notice of their requirements? A. Some parents are not providing a lot of notice and the headteacher is spending time chasing parents to confirm their requirements.</p> <p>Q. How is the school managing those parents/carers who are not engaging/connecting with home learning? A. Teachers understand their children's families and home circumstances really well. Teachers are telephoning parents where necessary and encouraging children's participation in any activities that can support home learning.</p>	
8.	<p>Committee Updates:</p> <ul style="list-style-type: none"> Finance and Buildings – Budget recommendation to Governors The Chair of the Finance and Business Committee reported that the Committee had met and received a detailed budget plan from the School Business Manager. The budget plan requires further work to balance the budget and presentation the plan is therefore deferred to the next full Board meeting. The Finance Committee Chair reported that the SBM had provided the Committee with details of both schools buildings, grounds and security arrangements during closure. 	<p>ACTION</p> <p>Budget plan on next agenda.</p>
9.	<p>Policy for Approval:</p> <ul style="list-style-type: none"> Policy for Appraising Support Staff Governors unanimously approved the Appraising Support Staff Policy. 	
10	<p>Correspondence: Letter from Secretary of State for Education Critical Incident Advice – Covid-19</p>	
11.	<p>Date of next virtual meeting: Thursday 14th May 2020 at 11am</p>	

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