



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

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Minutes of a Governors' meeting held on Thursday 14th May 2020
Virtual meeting using Microsoft Teams

Minutes

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 – late arrived 11.12am	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.	Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items The meeting was opened in prayer. Apologies accepted from: Siobhan Thompson, Bill Jackson, Graham Slingo Pecuniary Interests: Bill Jackson, Staff member	
2.	Minutes of the Governors' meeting held on 16th April 2020 Signed as a true and accurate copy	
3.	Matters arising: <ul style="list-style-type: none"> On-line Safeguarding Training The Chair thanked all those Governors who had completed the Safeguarding Training. The Chair noted Graham Slingo's continued absence due to ill health and confirmed the Clerk had made contact with Superintendent Minister, Somerset Mendip Methodist Circuit to convey the Board's best wishes to Graham and to request the appointment of a temporary replacement Foundation Governors if Graham's absence is likely to continue for the foreseeable future. Subsequent to this meeting, the Chair has been in 	

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	<p>contact with Graham and he has indicated that he is ready to participate in future meetings, albeit remotely.</p> <ul style="list-style-type: none"> Chair's letter to staff <p>The Chair of Governors' letter of thanks has been sent to all staff. A letter of appreciation has also been sent to our lunchtime supervisors for achieving level 5 hygiene rating for both school kitchens.</p> <p style="background-color: #f4a460; padding: 2px;">Kirsty Tozer joined the meeting at 11.12am</p>	
4.	<p>Headteacher recruitment up-date</p> <p>The Chair informed the Board of the Headteacher's agreement to postpone her retirement until 31st December 2020. The headship arrangements will continue for the Autumn Term; the Head working 4 days per week, the Assistant Head acting as Headteacher 1 day per week with cover in the Reception class 1 day per week provided by an experienced supply teacher. The Board agreed to consider a reduction to 3 days a week depending on circumstances arising in the second half of the Autumn term.</p> <p>Governors offered their thanks and gratitude to the Headteacher for her decision to postpone her retirement. Governors noted that the pressure for all staff in the current climate should not be underestimated.</p> <p>The Headteacher recruitment process has been rescheduled with the Local Authority Advisors and HR for September 2020.</p>	
5.	<p>Budget Dashboard and Summary</p> <p>The Chair of the Finance and Buildings Committee presented the budget summary and dashboard. The budget is balanced In Year and based on normal financial year projections. Inevitably there will be adjustments necessary during the financial year and increased costs associated with Covid-19 regulations.</p> <p>Reverend Walker, Foundation Governor reminded the Board that the School House Trust had funds available to support the education provision at Norton St Philip School. It was also noted that the Joseph Neild Trust had donated £10,000 to the school.</p> <p>The Assistant Head noted the lost opportunities for FRANS fund raising as a result of the pandemic.</p> <p>Q. Governors asked if there were any particular areas of concern?</p> <p>A. The Clerk who is also the School Business Manager considered staffing, cleaning and PPE costs were area of concern and would be carefully monitored as part of the financial monitoring procedures.</p> <p>The Budget Plan was proposed by Philip Miller and seconded by Richard Clayphan. There were no abstentions, no votes against. The Board unanimously approved by the Budget Plan.</p>	
6.	<p>Admissions for September 2020</p> <ul style="list-style-type: none"> Admission Numbers <p>The Assistant Headteacher reported that there were currently 25 pupils for admission to Reception in September 2020.</p> <p>Q. Governors asked if this was higher than expected?</p> <p>A. The Assistant Headteacher confirmed that 25 was higher than expected.</p> <ul style="list-style-type: none"> Admission arrangements <p>The Assistant Headteacher confirmed due to the current lockdown restrictions there</p>	

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	<p>will be no inductions visits for Reception children in the Summer Term. These will now take place early in the Autumn term. There are plans to hold the new parents evening either by video or virtual meeting link.</p> <p>Governors were optimistic that the new housing developments in Rode would attract more pupils to the school in the next academic year. The housing the development in Norton St Philip has been subject to a judicial review.</p>	
7.	<p>Headteacher Updates:</p> <ul style="list-style-type: none"> • Remote Learning The Headteacher reported that remote learning continues to be delivered by teachers to a very high standard. There is a mixed engagement; some children are undertaking lots of learning activities whilst other are completing less and in some cases nothing at all. Teachers are contacting pupils/families to ensure, as far as possible, to support learning at home. Teachers are really going above and beyond. <p>Governors were keen to pass on their thanks to the tremendous efforts demonstrated by teaching staff who are delivering and supporting home learning.</p> <ul style="list-style-type: none"> • Children in School Rode School continues to be open for the children of Key Workers and for vulnerable children. The numbers range each day between 1 and 10 pupils attending. The rota of staff is working very well and TAs are planning the daily activities. • Re-opening plans The Federation will work in collaboration with the FLP to provide a co-ordinated plan for Frome schools. In planning for reopening, the safety of children, staff and the wider community is paramount with the well-being and happiness of children considered before a reintroduction to learning. School will be a different place with new rules when children return. <p>The plan is to offer a staggered reopening plan:</p> <ol style="list-style-type: none"> 1. All vulnerable pupils and children of key workers will be encouraged to attend. 2. Reception and Year 1 children will be taught in small groups of not more than 15 pupils. One group attending on Mondays and Tuesdays and the other group attending on Thursdays and Fridays. 3. Norton St Philip School will be closed to pupils on Wednesdays for deep cleaning. 4. Each group will be a 'learning bubble' with the same staff members. 5. Playtimes and lunchtimes will be staggered to prevent children from each 'learning bubble' coming into contact with children from a different 'learning bubble' 6. There will be increased provision of hand sanitiser in all classrooms and communal areas 7. If a child is exhibiting Covid-19 symptoms, they will be isolated with a member of staff who will have access to PPE until the child can be collected by their parents. <p>The responsibility for the safety of children and staff falls to the Headteacher and Governors. In these circumstances, it is impossible to ensure complete safety from the virus and the Board acknowledged that parents had the choice given their individual circumstances</p> <p>At Rode School, whilst it is open for key worker and vulnerable children, there is insufficient classroom space to accommodate small groups of Year 4 children. Therefore, priority will be given to vulnerable pupils and those children of key workers and to reopen at Norton St Philip for Reception and Year 1. The FLP are working</p>	

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	<p>together to aid transition from First Schools to Middle Schools for Year 4 pupils. There are plans to close for Reception and Year 1 children in the last week of term and to open just for Year 4 children.</p> <p>All schools in the FLP will be opening to Reception and Year 1 children on Monday 8th June providing a week of planning and classroom re-organisation from 1st June. It was noted that social distancing will be impossible for EYFS pupils.</p> <p>Q. What is the perspective of the Assistant Headteacher/ who is also the Reception Class teacher?</p> <p>A. <i>Many Early Years teachers consider this to be an ill-thought out decision on the Government's part. The youngest children aged between 4 and 5 years have been out of school for 10 weeks and a re-introduction will be very emotional. They are the least able to socially distance and understand the situation. The DfE guidance suggests removing soft furnishings and any non-washable toys. Different groups of children will be unable to play together and must be kept separate which will also be difficult for the children to understand..</i></p> <p>Q. How many children do you expect will return?</p> <p>A. Reception 20 out of 27. Year 1, 17 parents out of 20 will consider returning to school in June. This is a much higher percentage than in Frome.</p> <p>Q. How will the key worker and vulnerable children be integrated into the learning bubbles at Norton St Philip?</p> <p>A. Reception and Year 1 key worker and vulnerable pupils will attend Norton St Philip with their respective bubbles and continue to attend Rode School for care provision on other days.</p> <p>Q. Will the minibus provision be available?</p> <p>A. The minibus service will be suspended until September 2020.</p> <p>Q. Will food be available at lunchtime?</p> <p>A. FSM children will be offered a packed lunch. All other children will need to bring a packed lunch from home.</p> <p>Q. What will be needed from parents?</p> <p>A. A commitment NOT to send their child to school if the child is unwell. An outbreak of Covid-19 could close the school. Children will not be required to attend school during the Summer Term.</p> <p>Q. What is the impact of these arrangements on staff?</p> <p>A. Reopening will require a whole staff effort. Reception and Year 1 pupil 'bubbles' will be taught by familiar staff. The number of key worker children is expected to increase at Rode School supported by staff who will attend on a rota basis. All staff will work their normal contracted hours. Teachers will balance home learning provision alongside attending school to fulfil their rota commitments.</p> <p>Q. How will staff who are clinically vulnerable be supported? Will social distancing be implemented for staff?</p> <p>A. Reopening of school will be subject to a detailed risk assessment that will cover all areas of operation. Clinically vulnerable staff will not be required to attend and will continue to work from home.</p>	
8.	<p>Support from Parish Council – Confidential item</p> <p>The Chair expressed her disappointment in the circumstances surrounding the offer of financial support from the Parochial Parish Council via Clive Abbott, for the salary costs of the school Crossing Patrol. Initial conversations between the Chair, Headteacher and Clive Abbott indicated the PPC would be willing to offer up to £5,000 to support the school in employing a crossing patrol. Clive Abbott has subsequently withdrawn this offer in favour of a 10% offer</p>	

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	of £500. This will have a significant impact on the school budget.	
9.	<p>Policy for Approval:</p> <ul style="list-style-type: none"> • Admissions Policy Governors agreed an additional paragraph to clarify the delayed admission procedures. • SEND Policy – <i>updated with new SENCO details</i> Governors agreed the changes necessary for the new SENCO • Code of Conduct <i>Deferred to the July meeting</i> • Data Protection Policy Governors unanimously agreed the Data Protection policy. The Chair encouraged all Governors to return their data audit asap. • SunSmart Policy Governors unanimously approved the updated SunSmart Policy <p>There will be Covis-19 addendums to the Behaviour Policy, Safeguarding Policy and Health and Safety Policy. These will be circulated in due course.</p>	<p>ACTION Clerk to include the Code of Conduct on the agenda of the July Governors meeting.</p>
10	<p>Correspondence: The Clerk is circulating all Governor Services correspondence by email to all governors as soon as it is received.</p>	
11	<p>Date of next virtual meeting: 8th July 2020 at 6pm</p>	

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