

# RODE AND NORTON ST PHILIP SCHOOL FEDERATION

Headteacher: Mrs George Muxworthy

Minutes of a Governors' meeting held on Thursday **14<sup>th</sup> January 2021**  
Virtual meeting using Microsoft Teams

## MINUTES

*Confidential agenda items are identified and highlighted in red.*

In attendance:

<b>Georgina Muxworthy</b>	Headteacher
<b>Caroline Whitehead</b>	Chair & Foundation Governor
<b>Rev. Caroline Walker</b>	Foundation Governor
<b>Graham Slingo</b>	Foundation Governor
<b>Richard Clayphan</b>	Vice Chair & Co-opted Governor
<b>Andrew Carr</b>	Co-opted Governor
<b>Siobhan Thompson</b>	Co-opted Governor
<b>Philip Miller</b>	Co-opted Governor, Chair of Finance and Buildings Committee
<b>Kim Slade</b>	Staff Governor
<b>Bill Jackson</b>	Co-opted Governor
<b>Iestyn Lewis</b>	Parent Governor
<b>Bethany Jarroussie</b>	New Parent Governor
<b>Valerie Parker</b>	Foundation Governor
<b>Siobhan Thompson</b>	Co-opted Governor
<b>Lisa Lambourne</b>	Minutes

Item No.	Item	ACTION
1.	<p><b>Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items</b></p> <p>The meeting was opened in prayer by Rev. Caroline Walker. No additional pecuniary interests were declared. Georgina Muxworthy was welcomed as the new Headteacher and Bethany Jarroussie welcomed as a new Parent Governor. Apologies received and accepted from: Kirstie Tozer and Sam Nicol</p>	
2.	<p><b>Minutes of meeting held on <u>2 December 2020</u></b></p> <p>Signed as a true and accurate record – one small amend was noted, in section 4 Philip Miller did not arrive late to the meeting (it was just his microphone switching on at 18:35) he was there for the entire meeting. CW agreed to amend the minutes before signing.</p>	CW
3.	<p><b>Matters arising:</b></p> <p>Methodist Circuit – Covid Funding Support: The Foundation Governor for the Methodist Church informed the governors that an application will go to the District for the balance and the monies should come in around March for the final amount. This has now been confirmed.</p> <p>Scrap Store Play Pods: The Headteacher reported that a trainer from Bristol Scrap Store completed the first two parts of the training course on 4<sup>th</sup> January (an inset day) by training 15 members of staff. Due to Covid-19 the remaining training sessions (parts 3 &amp; 4) are likely to be delayed until later in the year. The trainer looked at both sites for the Play Pod locations and advised that an existing shed at Rode should be used for storage therefore providing a cost saving. At the Norton site a new wooden Play Pod structure will be required.</p> <p><b>Q. RE: The Play Pod at Norton, are there any planning issues involved?</b></p>	

	<p><i>A. No due to the Play Pod being a temporary structure. In addition, because it needs to be situated on a hard standing &amp; not on grass we've managed to find a tasteful (hidden) spot.</i></p>	
<p>4.</p>	<p><b>School closure and plans to February half term:</b>  The Chair of Governors explained that the decision to close RNSF on Tuesday 5<sup>th</sup> January was to allow staff to plan their class home learning strategy after the sudden announcement of school closures the previous evening. RNSF reopened on Wednesday 6<sup>th</sup> January to children of critical workers &amp; vulnerable children.</p> <p>The Headteacher then went on to explain why the number of children attending school during this lockdown period has increased since the first one during Spring 2020. The main differences being:</p> <ul style="list-style-type: none"> <li>• only one parent is required to be classified as a critical worker whereas previously two Key Worker parents were required.</li> <li>• the list classifying a critical worker is larger than the previous key worker list. the definition of a vulnerable child now includes children that cannot access online devices or there is a lack of parental input at home.</li> </ul> <p>Currently RNSF have 42% of children attending school (48 children in total). This is in line with schools locally &amp; nationally.</p> <p>The Headteacher made the decision to open-up all classrooms across both school sites, all staff were asked to attend work every day for at least half a day, this was to prevent the sense of isolation that was experienced previously. Each classroom is its own bubble, teachers work in the classroom during the morning sessions whilst the teaching assistants work in the classrooms during the afternoon. Each afternoon the teachers plan their work for the following day's classroom teaching &amp; home learning.</p> <p>Caroline Whitehead then went on to explain that the 'tone' of the letter that was sent home to parents was to emphasise the need to try and keep their child/children at home during this period.</p> <p><i>Q – What is the Impact of not allowing children part-time in schools?</i>  <i>A- The Headteacher explained that keeping a child in school fulltime for the entire week means a more consistent &amp; less disjointed learning for the child. The teacher will be aware of what the child has already learnt, this would not be the case if children arrived at school on various days of the week. The work can then flow across the week.</i></p> <p><i>A parent governor offered feedback stating that having a home learner at home the quality of materials are excellent, it seems to be working well this time around.</i></p>	
<p>5.</p>	<p><b><u>Revised School Opening Risk Assessment</u></b></p> <p>The Headteacher added the new requirements. CWh &amp; KS have included their comments. CWh explained that the document is organic and will be continually changing but most importantly she feels reassured that the children in school are in the safest environment that we can possibly create, made possible by:</p> <ul style="list-style-type: none"> <li>• Children kept in class bubbles surrounded by plenty of space</li> <li>• no minibus service</li> <li>• Half the number of children in school</li> </ul> <p><i>Rev. Caroline Walker commented that it's an incredibly complex and impressive document &amp; it has covered things thoroughly however she has a couple of comments:</i>  <i>5.6 Assembles &amp; Collective Worship – Should be amended as no one (external) will be coming into school to run assembles. GM replied that the wording means that if school staff wanted to run an assembly (ie sticker assembly) they could still take their class bubble into the hall.</i></p>	

	<p><i>5.14 Musical Equipment - the document should state that there will be no sharing of items that would go in a mouth. GM replied stating that the children do not have access to any of these items.</i></p> <p><i>The Vice Chair commented that the report states that visitors must wear a mask, whereas parents should wear one where possible, has this been well supported by parents? The Headteacher responded; Yes it has, this is a new requirement at the Norton school site and I can confirm all external visitors do wear masks.</i></p> <p><b>A proposal was made by Caroline Walker to formally adopt this Risk Assessment and seconded by Richard Clayphan.</b></p>	
6.	<p><b>On-line Learning Strategy</b></p> <p>The Chair of Governors opened-up the discussion by highlighting the importance of the school's Online Learning Strategy which not only needs to be sustainable but offers the best we can with the limitations we currently have.</p> <p>The Headteacher then went on to detail some of the current limitations:</p> <ul style="list-style-type: none"> <li>• 60% of RNSF children are age 6 years or under so we're dealing with very young children and the balance must be right between screen time, a quality education &amp; socialisation (teacher &amp; friends) where possible.</li> <li>• There is a mixed ability of technical skills amongst the staff.</li> <li>• a varying age range &amp; skill-sets amongst children</li> <li>• a range of parent skills</li> <li>• a range of available technology available to families</li> <li>• a range of families that have children in different year groups/schools that need to share devices.</li> <li>• A very poor school broadband capacity at school (on both sites) meaning online activities cannot be delivered from school.</li> </ul> <p>To overcome some of these limitation the staff are using video content that can be saved and used at a time that is convenient to parents. Some teachers are currently experimenting using MS Sway &amp; online Zoom to deliver home learning.</p> <p>The staff have been asked to experiment with a new home learning application each week in order to become an expert in that field, then share the knowledge with the rest of the team.</p> <p><i>A Staff Governor confirmed that she has received positive feedback from parents, there have been a few teething problems but overall parents are very positive.</i></p> <p><i>A Parent Governor stated the importance of ensuring there are opportunities to upload &amp; store the output of the home learning, this will benefit:</i></p> <ul style="list-style-type: none"> <li>• <i>the children – who will feel the teacher is reviewing their work;</i></li> <li>• <i>the teachers – who will see what the children are doing;</i></li> <li>• <i>the governors – who will be reassured that the home learning is being delivered effectively.</i></li> </ul> <p>In terms of storing the home learning work, the Headteacher explained that Soft egg are working on '<b>Commissioning</b>' which will give each class its own 'Team' allowing teachers direct communication &amp; provide live content if required. Following this, the plan is to set up a system that will allow children to upload some of their home learning to OneDrive.</p> <p><b>Feedback Friday:</b> Children can email their teachers two photos of their best home learning from the week to be celebrated the following week &amp; to be uploaded to SWAY/RNSF website.</p>	<p>BJ</p> <p>GS</p> <p>GM</p>

	<p><b>Q - RE: Home learning software, Do you feel you have the right level of support and access to support?</b></p> <p><b>A - The Headteacher stated she would welcome more support. Currently the main support is from Softegg but their field is enabling systems &amp; not training. The Parent Governor agreed to give it some thought on how we could access more support.</b></p> <p><b>Q – Do we know of families that are struggling with access to suitable IT equipment? If so, is there anything we can do to mitigate it?</b></p> <p><b>A – The Headteacher explained that the school did not bid for any devices as they felt a better solution would be to get children into school that do not have access to technology at home. In addition, if the school were successful in winning a bid it’s unlikely to be Apple devices &amp; therefore would require configuration to the school network. There would also be a requirement for staff to upload various software as we do not have a technician on site.</b></p> <p>The Headteacher reassured the governors that she had not heard from any family that did not have access to an online device, most families have at least an iPad or/&amp; a laptop at home.</p> <p><b>Q – If you had a family that didn’t have access to technology but they didn’t want their child in school either, would there be a way to print off the week’s work?</b></p> <p><b>A – yes absolutely, that solution has already been offered to parents. Any parent that can’t print off the work can pick up a pack from school.</b></p> <p>A Foundation Governor informed the governors that the circuit had recently employed David Knight a ‘Digital Enabler’ to support the Circle Churches on all things digital.</p> <p><b>Q -Would you like me to ask him if he can offer any training support?</b></p> <p><b>A – The Headteacher welcomed the additional support.</b></p> <p><b>Q - Are we able to gather the home learning work that is produced in different ways to show/use as future evidence...for example Ofsted?</b></p> <p><b>A- Yes, for the youngest children paper packs can be sent home which can then be completed and returned. They are also recording their work in exercise books that have been sent home. Being able to up-load evidence to OneDrive is in progress. The website &amp; class home learning pages also contain evidence from the first lockdown which we can replicated again. This will form our bank of evidence.</b></p> <p>As a final point the Headteacher announced that the Continuity of Learning Strategy must be published on the website by 25<sup>th</sup> January 2021.</p> <p><b>The Chair of Governors would like it recorded that the Continuity of Learning Strategy was robustly discussed by the governors prior to publishing.</b></p>	
7.	<p><b>Governor Monitoring Plan</b></p> <p>NB: the <i>Governors Responsibilities</i> have now been uploaded to the OneDrive.</p> <p>The Chair of Governors stressed the importance of a <b>Governor Monitoring Plan</b>, a Covid adapted GMP will shortly be circulated to all Governors.</p> <p>A ‘Contact Plan’ is still required (where governors are requested to make direct contact with the school teaching staff). During the next 6 months each Governor should be in contact with one member of staff to discuss a topic that is relevant to their special responsibility. The GMP will contain a standard set of questions, the responses should be recorded and results forward to Caroline Whitehead.</p> <p>CWh &amp; GM will circulate the list of Governor/Staff pairings (along with their contact details). No contact should be made before the next two weeks.</p>	CW GM

8.	<p><b>New Governor Training</b> The Chair of Governors was pleased to announce the new Governor Induction Training has commenced.</p>	
9.	<p><b>Correspondence</b> Katie Twitchen has been appointed as RNSF's new school business manager. Katie is on a 3 month notice period. Sam will continue being RNSF's Clerk to governors until at least August 2021.</p> <p><b>Request for a delayed admission:</b> RNSF has received a request for a child's delayed entrance until September 2022. The Chair of Governors explained that the child is very young (August birth date) &amp; the parents do not feel he is ready to commence school in September 2021. It was noted that a place would not be guaranteed.</p> <p><i>Q - Do we need approval from elsewhere i.e. the local authority or educational psychologist?</i></p> <p><i>A – No, the application is for Norton St Philip school therefore the decision is made by the governing body.</i></p> <p><b><i>The delayed admission for child I. S. has been approved.</i></b></p>	CW
10.	<b>Urgent items</b> – <i>must be declared before the meeting starts</i>	
11.	<b>Dates of meetings for the remainder of this academic year:</b> 8 <sup>th</sup> February, 24 <sup>th</sup> March, 22 April, 7 <sup>th</sup> June and 15 <sup>th</sup> July.	