



Full Governing Board meeting of
 Coulsdon C of E Primary School Primary School
 Tuesday 22nd September 2020 at 7pm (Virtually)
 Minutes

Present	Adrian Deller (AD) Annie Mitchell (AM) Maxine Slate (MS) George Whicheloe (GW) Rev Paul Roberts (PR) Melvyn Allen (MA) Darius Campbell (DAC) Chris Greaves (CG) Alex O'Shaughnessy (AS) Anne Gledhill (AG) Trevor Meadowcroft (TM) Kirsty Wyatt (KW) Rebecca Ross (RR) Gill Thaxter (GT)	Foundation PCC Headteacher Vice Chair, Parent Governor Foundation PCC Foundation Incumbent ex-officio Co-opted - Chair Foundation PCC Foundation PCC Foundation SDBE Foundation SDBE Local Authority Staff Governor Parent Governor Foundation PCC
Absent		
In Attendance	Hilary Kear Fiona Lee (FL)	Cover clerk Deputy Headteacher

1	Opening Prayer The meeting was opened with a prayer.	
2	Welcome and Apologies for Absence The meeting started at 7.02pm. There were no absences and no apologies. Other Business to be added. Governors requested the following items be considered under AOB: Support for secondary school applications Updating of RHSE	
3.	Elections	

MA

	<p>RR was confirmed as Treasurer of the Governors' Maintenance Fund. It was noted that Colin Darch will continue as an Associate governor and keep track of contributions.</p> <p>Vice Chair: MA thanked MS for her hard work as Vice Chair previously, and for her support when he was newly elected as Chair. It was noted that the school faces many challenges and that succession planning should be given due consideration. The role of Vice Chair can be looked on as preparation for stepping up to become Chair in future: MA recommended governors consider this. GT was elected Vice Chair.</p>	
4.	Minutes of the previous meeting	
	<p>The minutes were accepted as a true and accurate record of proceedings after minor amendments. Governors questioned the mention of new government guidance expected in August: it was acknowledged that a major announcement regarding schools had been anticipated but did not in fact take place.</p> <p>RESOLUTION: The Minutes of the previous meeting are approved</p>	
5.	Governing Board Business	
	<p>Governing Board Business</p> <p>Governors were reminded that all business and pecuniary interest forms must be completed and sent to MA by the end of the week.</p> <p>Governors were thanked for completing the skills matrix.</p> <p>All DBS checks are valid until November, Elaine will be liaising with governors whose forms need updating before them.</p> <p>It was agreed to defer reviewing and filling vacancies on the Governors Wheel until the next meeting, by which time new governors would have joined the Board.</p> <p>Governors' self-evaluation is due this year: MA and AM agreed to produce the relevant form and distribute it to all.</p>	
6.	Constitution of the Governing Board	
	<p>Governors discussed vacancies on the Board. It was noted that CG's term ends in November and MS' term is also due to end: MA thanked them for all their work on behalf of the school. Elections for parent governors are due to be held shortly. It was proposed that new governors with expertise or experience relevant to SEN be sought, along with more BAME membership of the Board. It was proposed that new foundation or co-opted governors should be those who do not have children currently at the school, in the interests of maintaining a balanced Board.</p> <p>Governors asked if there was a limit on the number of terms a governor may serve. It was acknowledged that there is no official limit and some school governors remain on their boards for a decade or more, but it is regarded as good practice for no individual to serve more than two terms of office.</p> <p>TM will be taking over the role of safeguarding governor and will be attending training for this on September 23rd.</p>	

MA

	<p>MA proposed deferring any changes to committee membership until the new governors are confirmed. He agreed to liaise with committee chairs regarding training for committee members.</p> <p>It was noted that AS will be stepping down; she was thanked for her work.</p>	
7	Head Teacher's Report	
7.1	<p>Head Teacher's Report</p> <p>AM confirmed that the school had fully reopened. She stated that the plans for reopening had looked good on paper but the test would be when they were put into practice. The reopening had gone smoothly on the whole. There had been concerns about how lunchtime would be managed, but the arrangements had worked well and lunch took only 90 minutes. Feedback from parents has been positive so far and it has only been necessary to send out a few reminders regarding social distancing and timings. The pupils are happy to be back at school.</p> <p>The initial risk assessment had been based on the concept of partial re-opening and then upscaled. AM informed governors that additional movable wash stations, which were child-sized, had been purchased and there is one wash station per 10 children. There are staff briefings two or three times a week which allow any problems to be addressed swiftly. Access to the playground is rotated by zone to ensure that all pupils get their turn with the play equipment, which is washed down after use. A new cleaning schedule is in place which is signed off each week and this is closely monitored.</p> <p>AM invited questions and feedback.</p> <p>Governors raised concerns over Years 5 and 6 coming out of school late, which had led to parents gathering: it was suggested that if the issue was one or two pupils misbehaving, these should be detained and the rest allowed to leave. Parent governors also noted that there had been some clustering of parents at drop off time. AM said that the situation was improving and further reminders of the importance of social distancing had been sent out. Signs are to be displayed on the gates to this effect. Governors noted that sometimes it is grandparents who collect pupils and they may not be aware of the school's policies as they may not see the newsletter sent to parents. It was felt that the situation is improving generally: at first people were so pleased to see friends again that they may have been less alert to risk.</p> <p>A request was made that those governors who do not have children in the school also receive a copy of the Chronicle, it was agreed this would be done.</p> <p>AM acknowledged the need to ensure parents complied with government guidance and the school policies. As many governors are also parents, it would be good practice for those who are to model appropriate social distancing.</p> <p>Concerns were raised as to whether parents were receiving all the emails sent by the school: it is possible that some emails are wrongly going into spam folders. It was proposed that texts be sent to remind people to check their email and to check whether school email has been treated as spam.</p>	

It was noted there have been issues with parking. It is intended that school staff will attend to the painting of road markings and that Daisy Chain, who are also affected by inappropriate parking, contribute to the cost of doing this.

AM reported on the work which had been done on the premises over the summer: Reception, Year 1 and Year 2 classrooms had been redecorated and the ladies and unisex toilets repainted. There had also been work done on the flower troughs so the school gave a fresh, welcoming impression for pupils' return.

A quote had been obtained for the canopy for Year 1 and planning permission is being obtained for this. MS was thanked for her support in this area.

Attendance had initially been 98.4%: 12 pupils are currently isolating as they have been in contact with a Covid case. All acknowledged the national problem regarding Covid tests: the school had been sent 10 testing kits, one of which had been given to a vulnerable family. It had been negative.

Governors asked about the procedure should there be a case of suspected or known Covid in the school. The current advice is that if someone has symptoms, they go home and take a test; if the result is positive then the SLT inform Croydon Health and obtain guidance on risk and appropriate action.

Governors raised concerns that not all parents would know what to do or how much responsibility they had. AM confirmed that the local NHS guidelines would be published in the Chronicle and parents would be advised to consult a GP if they were in doubt. It was acknowledged that the problem with the testing system would cause some pupils to miss more schooling than necessary and that some parents were over-anxious while others might behave irresponsibly. The problem is compounded by the prevalence of common colds at this time of year, which can present with a raised temperature or cough. AM mentioned that one parent had raised concerns about their child catching flu and that guidance was being sought with regard to unauthorised absence and known health conditions. The procedures on absence have been updated: the school will follow up on pupils in isolation and awaiting tests or test results.

AM had planned to increase EQO support for certain vulnerable families prior to the pandemic: it was noted that these families did not take up the offer of school places during lockdown. The EWO has, however, been working with them.

Pupils qualifying for PPG are up to over 10% and the number is increasing. This is due to the impact of furlough and redundancies. The SLT are looking at ways to spend the funding: it has been noted that PPG pupils are less likely to have been able to partake in distanced learning. Governors were informed that the Covid funding announced for schools has not been received yet: it will be delivered in three instalments. It was noted that this money cannot be used to pay for staff cover when teaching staff are isolating.

Inset days had been positive with a focus on wellbeing and mental health. There had also been a session on behaviour, supported by Educational Psychologist, to prepare for behavioural issues when pupils return to

	<p>school. It was noted that this session had been recorded so it can be used again.</p> <p>AM emphasised that staff are modelling calmness and positivity and all are supporting one another: there is an overall sense that things are going well.</p> <p>Governors asked about pupils who had fallen behind during lockdown and AM said there was definitely a gap between those pupils who had been supported in home learning and those who had not. Work is currently underway to assess pupils and obtain a baseline as to where they all are. Assessments will be moderated and regular meetings on pupil progress are being held. Governors found this reassuring. Information will be released via the Chronicle this week as to how parents can help their children catch up as necessary, and there will be 'Meet the Teacher' sessions for further sharing of information. It was noted that while formal assessments will be done before half-term, allowing children to settle back into school first had been prioritized. It was noted that quicker action is necessary for Year 2 due to their phonics screenings being due to take place in the second half of this term. The class teacher has been assessing the pupils, but gently: her reports to the SLT so far have been broadly positive.</p> <p>Parent governors all agreed that pupils are happy to be back at school and even the youngest go into their classrooms with no sign of distress. A lot of staff time is currently being taken up with extra support for pupils with SEN.</p> <p>A discussion took place regarding the school's website and Twitter account: it was noted that the Twitter account was now set to private to reduce the amount of spam. Parents are to be encouraged to sign up for the Twitter feed and non-parent governors are also to be given access to this.</p> <p>AD requested that he be informed via email who attended all governors' meetings and that this be an agenda item as it is necessary for his role as website governor. At the most recent meeting between the SLT and the link adviser, the link adviser had been pleased to hear that the school is getting a new website.</p>	
7.2	<p>EOY reports</p> <p>It was confirmed that the reports for PPG and the Sports Premium have been completed and are on the website. It was noted that the Board should appoint a link governor with responsibility for PPG.</p> <p>AD confirmed that the safeguarding report had been done. He had highlighted the audit report which had mentioned the SLT's work with vulnerable families during lockdown.</p>	
8	<p>Chair's Actions</p>	
8.1	<p>Admissions Policy</p> <p>At the end of the previous term the Diocese had given the SLT a week to clarify the admissions policy regarding church attendance during the pandemic: this had now been done. It confirms that the time the church was closed by law would still count towards church attendance.</p>	
8.2	<p>Risk Assessment</p>	

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	It had been necessary to sign this off before term commenced, so the Chair had done this. Governors thanked MA for doing so.	
9	Minutes and reports of committees	
	No committees had met so there were no minutes or reports to consider.	
10	Finance	
10.1	<p>Review of Risk Register</p> <p>Governors discussed the updated risk register. Mention was made of the rating of staff wellbeing: it was noted that anxiety among staff may increase in the near future. It was note that MA's visit to the school prior to reopening had been good for staff morale as they felt their wellbeing was considered. It was agreed to rate this at 3 with an impact of 4 as it could be raised if necessary.</p> <p>There was a brief discussion regarding link governor visits and whether in-person visits should be considered. AM stated that the current guidance was that visits were an unnecessary risk and phone calls were preferable. It might also be feasible to send governors photographs of schoolwork or arrange virtual meetings: AM would discuss this with teaching staff.</p> <p>It was noted that pupil wellbeing was a risk with high impact and it was too early to assess issues with behaviour. He asked about starting therapy with pupils and AM confirmed this had begun and would be increased as necessary. If catch-up funding was received, some of it could be used to address these issues.</p> <p>Governors discussed pupil attainment and government expectations: it appears to be the case that pupils are expected to be back on track by Easter and that SATS will take place as usual. It was noted that there had been some concern from the unions but the details of this were not yet known. Governors were informed that some new pupils had joined the school in Years 5 and 6 and this might affect overall attainment data.</p> <p>Risks associated with staff retention were low as morale appears good.</p> <p>Finances and funding will be reviewed in the finance meeting, though it was noted that the in-year deficit had increased to £36000 and the reserves were mostly gone. It was agreed that governors would discuss methods of raising further funds, as income streams from premises hire have been lost, at the next meeting.</p> <p>Governors asked about plans for staff absence. AM confirmed that short-term cover was in place as there were two staff members per bubble. The use of supply staff would be a last resort as both FL and KW could provide teaching cover if necessary. It was noted that the letter sent to staff at the end of last year was much appreciated and good for morale and wellbeing.</p>	
10.2	<p>Annual Consistent Financial Reporting.</p> <p>This is up to date and satisfactory.</p>	
11	Policies	

	Governors were reminded that it was the role of committees to ensure that all policies were up to date and reviewed or amended when necessary. Governors were also reminded that all must read the revised KCSIE policy and confirm in writing that they have done so.	
12	Update on Governor Training Record	
	There is virtual training on offer from the Diocese: GW has done some and confirmed that it is very good. It was noted that new governors should be encouraged to undertake induction training and look at other courses they may find relevant.	
13	Governor visits	
	MA commented further on the visit he had made prior to the beginning of term: the redecorations looked good and all had been made ready. There were no other visits to report.	
14	Other Items	
14.1	Ofsted It is unlikely that there will be a routine inspection before January. The LST have been informed by the LA that perhaps 5-10 Croydon schools will receive a virtual inspection, which is mainly assessing how schools are coping with reopening. It is not likely that Ofsted will want to talk to governors during virtual inspections. The school is prepared for any such inspection as another school has undergone this and shared information on what to expect.	
14.2	SIAMS There had been a SIAMS meeting, which had gone well. It had been suggested that the school go for the RE mark: the SLT are looking into this at present.	
15	Dates of next meetings	
	<ul style="list-style-type: none"> ● 25th November 2020 ● Spring and Summer dates to be agreed in November 	
16	Any Other Business	
16.1	Support for secondary school applications It had been noted that parents were asking for information about opening dates for local secondary schools. While some such information is provided for the families of Year 6 pupils, some of the parents asking for this have children who are in Year 5. It was noted that all the necessary information is available on the LA website and it is not the school's responsibility to ensure that parents see it. Governors noted, however, that consideration should be given as to how visits and open days for Coulsdon could be managed in the immediate future for those parents seeking a primary school place.	
16.2	RHSE update	

WA

	It was noted that the first phase had been completed and the next phase is consultation, which will take place in the second half of the autumn term.	
17	Confidential Items	
	None.	
	The meeting closed at 8.55pm	

Signed: Melvin Allen Print Name: MELVIN ALLEN
 Chair of Committee
 Date: 24 NOV 2020