



Full Governing Body Meeting  
 Coudon Church of England Primary School  
 5th May 2020 @ 7pm  
 Online (Google Meet)

Attendees			
Melvyn Allen (MA)	Chair - Co-opted	Darius Campbell (DCa)	Foundation PCC
Maxine Slate (MS)	Vice-chair - Parent	Gill Thaxter (GT)	Foundation - PCC
Annie Mitchell (AM)	Ex-officio - school	Alex O'Shaughnessey (AS)	Foundation - SDBE
Rev Paul Roberts (PR)	Ex-officio - Foundation	Anne Gledhill (AG)	Foundation - SDBE
Adrian Deller (AD)	Foundation PCC	Rebecca Ross (RR)	Parent Governor
George Whicheloe (GW)	Foundation PCC	Kirsty Wyatt (KW)	Staff Governor
Chris Greaves (CG)	Foundation PCC		
Apologies			
Trevor Meadowcroft (TM)	Local Authority	Technical issues	
Hilary Kear	Octavo Clerk	Technical issues	
Karen Newsome	Assistant Headteacher	Bereavement	
In attendance			
Fiona Lee (FL)	Deputy Headteacher		

No	Item	Actions
1	Opening Prayer	
2	<p>Welcome and apologies for absence            The meeting began with a prayer by PR at 7.05</p> <p>MA welcomed everyone to the first online Full Governing Body meeting. Due to family circumstances, Octavo appointed an alternative clerk to the meeting however because of technical issues, HK was unable to attend</p>	



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	<p>so the meeting proceeded with MA taking the minutes. TM similarly had technical issues with joining the meeting and was unable to attend, sending his apologies by text and email. Some attendees reported other technical issues. The meeting was confirmed to be quorate. MA explained that the meeting had a curtailed agenda on account of it being the first online meeting, with committee meetings being presented and then an explanation from the SLT explaining the steps taken as a result of the Government announcement of school closures and then taking questions.</p>	
3	<p>Declaration of interest          No declarations of interest in the agenda of the meeting were declared.</p>	
4	<p>Minutes from previous meeting          The minutes were agreed as a true and accurate record of the meeting and MA took the action to sign and return the minutes to the clerk at the earliest opportunity.</p>	A
5	<p>Governing Body Constitution          MA thanked everyone for their emails confirming the extension of MS's term of office as parent governor to the end of September in line with the guidance received from Octavo in the absence of the ability to hold an election.          MA recommended that MS remain as vice-chair to ensure stability throughout the coronavirus uncertainty, which was agreed.          MA said that at the July meeting the role of Chair would be opened up again and that he would be happy to continue but if anyone else was interested, they should contact the clerk (DC).          The terms of MA and CG would expire in November. Whilst MA would like to continue, CG would be completing his second term and PR pointed out that this would therefore be advertised.</p>	
6	<p>Minutes from committee          Admissions          MA said that there had been 128 applications in total, including 25 siblings. The committee had offered a total of 20 places to Foundation applicants, 2 to looked after children and 2 for medical and social need, meaning that 4 current siblings missed out. However, as a result of the delayed meeting he could confirm that once the offers were made, all siblings were offered a place with one open place being made on</p>	



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	<p>distance.          Community          The March meeting was postponed due to the school closures.</p> <p>A version of the new school website was shared with members of the committee who have provided positive feedback. The adoption of the website has been delayed due to the circumstances. Currently thinking which staff, governors and Friends will need training on how to update their sections of the website.</p> <p>Curriculum          DC reported the last curriculum meeting was held on the 13th March before lockdown commenced.          DC confirmed that all policies are up to date, noting that one policy required updating in July.          There is not expected to be a delay in the adoption of the RHSE policy, which is currently behind schedule. Consultation with stakeholders including parents will need to take place in the second half of the term. In the absence of SATS this year, teacher assessment will be used to report on children.</p> <p>Faith          PR confirmed that there had been no meeting in the Spring Term.</p> <p>Personnel          No details were discussed in the meeting due to their confidential nature. GW and AM had a 1-2-1 meeting on the 4th May.</p>	
7	<p>Finance          CG said that the budget process was not quite as stressful as in previous years. The situation is better than it was looking the previous year but is still not great.</p> <p>Due to the late receipt of a backdated employer's allowance, the end of year figures looked better than anticipated.</p>	
8	<p>School update  <i>These items were discussed as part of the committee minutes above but have been separately collated.</i></p> <p>The school followed Government guidelines and closed on the 23rd</p>	



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March, allowing only vulnerable children and children of key workers to attend.

PPE was a major topic amongst the staff, but it was felt that it was important to make it a relaxed atmosphere. School uniform is not worn.

The staff have been split into three teams, with one of the SLT who all have up to date safeguarding training in each one. They operate on a one week in school, one week working from home and one week leave basis meaning that every member of staff would be 'self-isolating' for a continuous two week period. Lunchtime supervisors are used as emergency support. Despite this, anxiety remains amongst all staff and AM spent time talking through this anxiety on a one-to-one basis where needed. The SLT report that the staff are remaining very supportive of one another, especially within their teams.

Mr Booker is performing additional cleaning within the school at high risk touch points throughout the day, and social distancing is taking place within the school hall for lunches. To alleviate the feeling of disconnection by being so far apart, decorations have been added to meal tables which has made the environment more friendly.

There had been initially 43 applicants which was above the Government guidelines. In the end there has been around 15 children attending school at any one time. This has meant that social distancing was being reasonably well adopted.

Initial home learning was managed through learning packs to ensure that all children were initially engaged with home learning whilst the online learning tools were set up. Over the Easter Holidays, staff have contacted families whose children had not logged on to ensure there were no issues. Monitoring has been ongoing since the start of the summer term, with follow-ups with those families who are not engaging with Google Classrooms. In some instances this has been because of limited appropriate electronic devices within the household **so the school is currently looking at converting old netbooks into Chromebooks.**

Within the school, the morning has been taken up with the same work as those home learning, with the afternoon taken up with art and the more



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creative aspects of the curriculum. Getting the children outside has also been done as much as possible. Teachers have felt their responsibility towards ensuring the children have safe online access and feel they have to monitor the online conversations between children. For some KS2 classes, Google Meet have been set up to avoid age inappropriate tools which have been used for communication between children.

There has been increased scrutiny from both the diocese and the LA around monitoring of vulnerable children. AM and FL have been following up.

As of the time of the meeting, teachers are now within the category of workers who are eligible for testing. To date, there have been no reported cases amongst staff and children although some parents have contracted the illness. There are some parents who have received official notification of shielding.

Looking forward, the SLT believe that the situation is sustainable in its current form until at least half term. There is concern amongst staff around the potential to keep the school open over the summer holidays.

There are no concrete plans for extending provision once schools are reopened more widely although some initial thought has gone in to ratios and maximum numbers which could be safely accommodated.

Once the school does reopen, there will be an increase in the amount of drawing and talking therapy provision to help children cope with the emotional impact of returning to the classroom.

CHAIR OF GOVERNORS

14 - JULY - 2020