



Full Governing Board meeting of  
 Coulsdon C of E Primary School Primary School  
 Tuesday 14<sup>th</sup> July 2020 at 7pm (Virtually)  
 Minutes

<b>Present</b>	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 Governor & Assistant Headteacher Foundation SDBE Foundation SDBE Local Authority Staff Governor Parent Governor Foundation PCC
<b>Absent</b>		
<b>In Attendance</b>	Sarah Farncombe Fiona Lee (FL)	Clerk Deputy Headteacher

<b>1</b>	<b>Opening Prayer</b>	
	The meeting was opened with a prayer.	
<b>2</b>	<b>Welcome and Apologies for Absence</b>	
	Governors extended a welcome to each other and SF as the new Clerk.  There were no absences and the meeting was noted to be quorate.  In reviewing the agenda Governors noted that consideration needed to be given to: <ul style="list-style-type: none"> <li>● The suggestion by the Community Committee to appoint a Website Governor for September</li> <li>● Appointing a Safeguarding Governor</li> <li>● The SIAMS Inspection which took place today</li> </ul>	

<b>3.</b>	<b>Declaration of interests</b>	
	<p>There were no declarations of interest not already made.</p> <p>The annual declarations of pecuniary interest have been completed.</p>	
<b>4.</b>	<b>Minutes of the previous meeting</b>	
	<p>Governors agreed the minutes of the previous meeting were an accurate record and a copy will be signed by the Chair and scanned to the Clerk.</p> <p>There were no matters arising.</p> <p><b>RESOLUTION:</b> The Minutes of the previous meeting are approved</p>	
<b>5.</b>	<b>Constitution of the Governing Board</b>	
	<p>Governors noted the term of office for CG expires in the autumn term and the vacancy will need to be advertised as he has served two terms.</p> <p>There will also need to be an election for the Parent Governor when MS's term of office expires.</p> <p>Governors reflected on an earlier discussion about creating diversity in the GB and the need to identify skills deficits when advertising the vacancies. Suggestions should be sent to the Chair.</p> <p>AD volunteered to take on the Website Governor role and was duly appointed by a unanimous vote.</p> <p>Governors interested in becoming the Safeguarding Governor were invited to let the Chair know and a decision will be made in the September meeting.</p> <p><b>RESOLUTION:</b> Governors appoint AD the Website Governor</p>	
<b>6.</b>	<b>Report by the Headteacher</b>	
	<p>Governors were talked through the report which was shared in advance of the meeting along with the School Development Plan.</p> <p>Points of note included:</p> <ul style="list-style-type: none"> <li>● The HT wished to pay tribute the whole school community for their support in these unprecedented times. Particular mention was made of the sterling work by Jo Soltau and the support of the wider community in marking the end of their primary school journey for Year 6. It had been emotional seeing them leave but a positive end of term for them</li> <li>● Based on feedback from staff it was evident that they had strongly valued having their views considered in the decision making</li> </ul>	

process and their anxieties being taken into account with regards to the reopening

- There were positives to be found in the experience gained in coping with the unprecedented challenges around Coronavirus. The leadership skills of some middle leaders had shone through in particular
- Having the opportunity to teach in different year groups had also proved to be an enjoyable experience and good for personal development

Questions from Governors prompted a discussion around the challenges of assessing the impact of remote learning and the factors which have impacted on engagement.

Governors were advised that consideration is being given to the strategies which will be used to ease the children back into the first few weeks of term having particular regard to mental health and wellbeing and their reduced stamina.

With further lockdowns being possible contingency plans are also being thought through (including the use of Google Classroom and possibly virtual lessons). The mental health and wellbeing of staff is also very much in mind and Governors were assured staff will be supported with CPD and training as necessary with new practices.

Governors asked about the challenges there will be in addressing the gaps given the children will have had many and varied experiences of home schooling with differing levels of engagement, support and success. The staff explained that it will be important to assess where the gaps are for individuals and that will partly be through conversations with the pupils and through summative and formative assessment. As some children will have missed out on, or will need, support from the Educational Psychologist more hours may be purchased.

Questions from Governors also lead to a discussion around behaviour, coping with social distancing and whether the children had been exhibiting any signs of stress. They were advised that some children had been anxious initially but have adjusted very well. The younger ones find the social distancing more difficult and are reminded gently. The other routines, including handwashing, have readily become part of everyday life and the children are running into school happily and smiling. In the new term when all the children are back, due to the larger numbers on site, there is likely to be a spike in behaviour issues and more support will be necessary.

Governors were talked through the rationale for the staffing structure and the benefits it will bring in terms of familiarity with their teachers for various classes (particularly Years 2 and 6). Staff had been consulted and

	<p>there had been no negative feedback. The return in September will be gentle for the first few weeks. Some children have been using drawing and talking therapy and this support may also have to increase.</p> <p>Governors were given a briefing by AG and FL on the SIAMS Inspection which had taken place earlier in the day. They were agreed it had proved to be a very helpful discussion and had generated plenty of food for thought. Points of note included:</p> <ul style="list-style-type: none"> <li>● The feedback had confirmed the school was in a good place for an interim inspection and was encouraged to look at the criteria for 'Good' and then move onto 'Excellent.' Based on experience a written report will follow</li> <li>● An area identified for development had been to give more evidence of the strengths and good practice</li> <li>● An evaluation of the benefits of applying for the quality mark (having particular regard to value for money) will be made in the Autumn</li> <li>● There will be a return visit in the Autumn term</li> <li>● One point of note which the Committees will take on board was the anecdotal observation that Inspectors will look at the minutes of meetings to see evidence of the religious ethos in school.</li> </ul> <p><b>ACTION POINT:</b> Evidencing the religious focus and ethos of the school in the Committee Minutes to be an agenda item for the Faith Committee Autumn Term meeting.</p>	Faith Comm
<b>7</b>	<b>Minutes and reports of Committee Chairs</b>	
7.1	<p><b>FGB</b> There were no Chair's Action to report.</p>	
7.2	<p><b>Admissions</b> The Committee has not met this term.</p> <p>The Chair had received guidance from the Diocese around church attendance over the pandemic. Once it has been finalised it will be published on the website and a copy placed on the shared drive.</p>	
7.3	<p><b>Community</b> The Committee had met last night so the minutes were not yet available. The key points discussed were around:</p> <ul style="list-style-type: none"> <li>● Open days: Possible virtual tours as a back up plan if face to face events are not possible</li> <li>● The supporting for the whole community impacted by the pandemic (by for example bereavement and redundancy)</li> </ul>	

	<ul style="list-style-type: none"> <li>Attendance: Managing expectations and noting it will be compulsory from September. Further government guidance is awaited</li> </ul>	
7.4	<p><b>Curriculum</b> Points of note made by DAC included:</p> <ul style="list-style-type: none"> <li>Committee met on the 6th July and talked about the SDP in light of the new challenges for September</li> <li>Reviewing the recovery curriculum and assessment for learning policy</li> <li>Developing a presentation for parents for the new RSE curriculum before consulting with parents in the autumn.</li> <li>Diversity and equal opportunities: Developing and updating the curriculum with regard to <i>Black Lives Matter</i> and recognising the need to ensure equal opportunities, an understanding of the needs, motivation, and engagement of an increasingly diverse community</li> <li>The School has joined the Croydon working party looking at the curriculum which is proving really useful in sharing experience and ideas</li> </ul>	
7.5	<p><b>Faith Group</b> As noted there had been no meeting this term due to the impact of the Covid Pandemic but they were committed to meeting regularly next year.</p>	
7.6	<p><b>Personnel (10th July)</b> Governors wished to record their thanks to the HT and Deputy for the considerable time and effort dedicated to the pastoral care of the SLT through these difficult times and keeping them on an even keel.</p> <p>AM and FL continue to work on the staffing structure for support staff for the Autumn term which is challenging since they are still waiting on the LA to confirm the number of hours which will be allocated for EHCPs and further guidance from the DfE around social distancing. Further recruitment may be needed depending on the allocation. The battle for SEND funding remains a live issue.</p>	
<b>8</b>	<b>Finance</b>	
8.1	<p><b>Minute the adoption of the school's Annual Budget</b> For the record it was confirmed that Governors resolved by email to approve the Budget at the end of March.</p>	
8.2	<p><b>Update on current state of budget</b> Points of note made by the Chair of the committee in his report included:</p> <ul style="list-style-type: none"> <li>The finances are in a good state</li> </ul>	

	<ul style="list-style-type: none"> <li>● The Committee met at the end of June. The budget is stable and agreement was made in principle to use some of the maintenance fund and DFC account funds for various maintenance projects including: <ul style="list-style-type: none"> <li>➤ Renew staff toilets (quotes received)</li> <li>➤ Windows Yr 6 and Steps Yr 5</li> <li>➤ Extending outside areas for Yrs 1 and 2</li> </ul> </li> </ul> <p>Governors were advised that a claim for around £10k is being made for reimbursement of Covid Related expenses now the Government has published the forms and guidance. There will be an opportunity for a second claim in the autumn term. As the school did not have any confirmed cases of Covid the £2500 cost of the deep clean which was felt necessary (particularly to give staff confidence) may not be recoverable. However, the school is pursuing the claim on the basis that some staff were shielding family members. As one governor pointed out, since there was no testing in place there could have been undiagnosed cases.</p>	
	<p><b>Review Risk Register</b>  <b>ACTION POINT:</b> Defer to next term</p>	FGB
9	<p><b>Coronavirus update</b></p>	
	<ul style="list-style-type: none"> <li>● Update on current school opening including safeguarding/child protection issues</li> <li>● Update on Government guidelines</li> <li>● Update on plans for September reopening</li> </ul> <p>Governors attention in the briefing by AM and FL was drawn to:</p> <ul style="list-style-type: none"> <li>● Quotes are being obtained for outside wash areas (possibly foot pump operated)</li> <li>● Supplies of hand sanitiser, sprays, soap and PPE (and reserves) are all on order</li> <li>● Extending the Yr 1 and 2 Classrooms will give more access to outside learning spaces and aid social distancing. A second quote is required before the work can proceed. Agreement will be requested by email once it is received</li> <li>● Play times will have to be staggered</li> <li>● The arrangements for lunch time are being considered. It may be that Reception will have their lunch in their class room</li> <li>● The Risk Assessment for the school reopening on the 1<sup>st</sup> June will be updated to take account of the changing guidance</li> </ul>	

	<p>In response to Governor questions it was noted:</p> <ul style="list-style-type: none"> <li>• There is no government requirement to wear face masks in school at the moment. The Risk Assessment does say that they should be worn if administering first aid. Some children are arriving wearing masks as they have been using public transport. A survey will be undertaken in the autumn term to see how children are getting to school. Walking or riding to school is being encouraged</li> <li>• Further Government guidance is expected on the 11<sup>th</sup> August which may remove the requirement for social distancing</li> <li>• The risks around using the green as play area would be too high given the traffic. Also it gets rather wet and muddy</li> <li>• There will be no whole school assemblies (but they could be virtual ones) and no singing</li> <li>• Provision may be made for siblings to come in early for the staggered start times. The green could be used as a waiting area for parents waiting to collect siblings with staggered times</li> </ul> <p>Governors discussed the challenges of providing pre and afterschool care and extracurricular clubs given the risks of cross contamination of 'Bubbles.' They recognise the importance of such provision in supporting working parents and noted the school are working through the options. It was noted that there are also difficult decisions to taken over when to allow the external regular lettings to re start and how the cleaning arrangements would be managed. It was acknowledged that priority would need to be given to the wrap around care and the clubs would probably have to come later once the new term has settled in.</p>	
<b>10</b>	<b>School Priorities</b>	
	As noted in the agenda it was considered appropriate to defer consideration of the School Priorities and Self Evaluation to the September AGM given the disruption caused by the pandemic.	AGM
<b>10a</b>	<b>Governor Visits</b>	
	Deferred to the September AGM	AGM
<b>11</b>	<b>Policies</b>	
	Deferred to the September AGM	AGM
<b>12</b>	<b>Update on Governor Training Record</b>	
	The Chair confirmed he had attended the Chair's Briefings at the start and end of the term.	
<b>13</b>	<b>Other Items</b>	
13.1	<b>KCSIE 2020</b> There are no major changes for September. Staff will have training at the inset day in September.	

	Governors were pleased to hear that the Croydon Children's services have been moved out of special measures and are now 'Good.'	
13.2	<p><b>Ofsted Inspection Framework 2020-21</b></p> <p>All routine Ofsted inspections remain suspended due to Covid but Urgent inspections where specific concerns have been raised are still going ahead.</p> <p>The biggest change to the framework is likely to be the removal of the exemption of schools graded 'outstanding' from routine inspection.</p>	
14	Dates of next meetings	
	<ul style="list-style-type: none"> <li>• 22<sup>nd</sup> September 2020</li> <li>• 25th November 220</li> <li>• Spring and Summer dates to be agreed in September</li> </ul>	
15	<p><b>Election of the Chair</b></p> <p>By a unanimous vote MA was re elected Chair for another year.</p>	
16	<p><b>Any Other Business</b></p> <p>AM expressed her thanks to the GB for their support and regular meetings. She felt that there had been a good balance between challenge and support resulting in good decision making.</p>	
17	<p><b>Confidential Items</b></p> <p>None.</p>	
	The meeting closed at 8.50pm	

Signed:  Print Name: MELWYN ALLEN

Chair of Committee

Date: 22 SEPT 2020