



Minutes of the  
Southfields Primary School  
Full Governing Body Virtual Meeting

Date: 17th June 2020

Time: 6 pm

Present	
Laura Martin (Headteacher)	Brian Rush
John Durance (Chair)	Liam Boyle
Emma Millington)	Joanne Cook
Tracey Whale	Clara King (observer)
Natalie Lumb	Lauren Tawn
Jason Mitchell	In attendance
	Nigel Manders-Jones (Clerk)

Item	Issue
1.0	<p><b>Welcome and apologies</b></p> <p>All participants were made aware that this 'virtual' meeting was being recorded to aid the Clerk with accurate note-taking.</p> <p>All participants confirmed they were in a room on their own or somewhere they cannot be heard.</p> <p>Apologies were received from Jeremy Lumb</p>
2.0	<p><b>Declaration of interest</b></p> <p>None were received</p>

3.0	<p>Minutes of the last meeting 3.05.20</p> <p>The Minutes were approved as an accurate record and signed as such.</p>							
	<p>Matters arising</p> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th></th> <th>Progress</th> </tr> </thead> <tbody> <tr> <td>7.5</td> <td>Action Cllr Brian Rush to invite Lynne Ayres and Jonathon Lewis to visit once the sunshine project is underway in the summer term.</td> <td>Deferred to next July FGB meeting. Action the Headteacher to send an overview of the project to Brian</td> </tr> </tbody> </table>				Progress	7.5	Action Cllr Brian Rush to invite Lynne Ayres and Jonathon Lewis to visit once the sunshine project is underway in the summer term.	Deferred to next July FGB meeting. Action the Headteacher to send an overview of the project to Brian
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		Rush
5.1	Action Chair of Governors to organise Governors to join the re-opening committee. Natalie Lumb, Jez Lumb, Brian Rush and Liam Boyle offered to contribute.	Complete
10.4	Action Clara King to add Governors to Dojo class stories.	Complete
4.0	<p>Re-opening committee update</p> <p>The Chair confirmed that regular updates had been received from the committee meetings</p> <p>No questions were received.</p>	
5.0	<p><b>Headteachers report</b></p> <p>The Chair confirmed that the Headteacher report had been previously circulated and that the report covered all relevant issues.</p> <p>The school has been auditing feedback and messages from parents and pupils to determine the level of support needed.</p> <p>The staff are trying to broaden the offer further to engage pupils at a level appropriate to their circumstances.</p> <p>The school has complied with the Government directive for a wider opening to include Critical worker pupils and extended the offer to include EHCP pupils, Reception, Y1 and Y6 pupils.</p>	
5.1	<p>Reports on Infection of COVID etc. for pupils and staff are sent to DFE and local authority.</p> <p>Three pupils have had to isolate, but tests have come back negative</p> <p>Each bubble has its own cleaner, and the bubbles do not meet.</p>	
5.2	<p>Some Staff have been deployed to prepare bubble resources.</p> <p>The school has Purchased play bag, marked playground, and communicated with parents through DOJO</p>	
5.3	<p>The school is operating Thirteen bubbles to support a maximum of 182 pupils; however, not all pupils attend every day, with around 120 pupils attending daily.</p> <p>The school is planning to Open two more bubbles for Part-time EHCP, anxious pupils and high need pupils.</p>	
	The School councillor has been working with Pupils and families	

	<p>throughout the closure.</p> <p>Professional meetings such as Child in need meetings have been completed remotely by the welfare dept. Safe and well calls have been made to any child at Early help assessment.</p> <p>A further 17 EHCP pupils have also been monitored Risk assessments have been completed for all high need pupils.</p> <p>An audit of how the school has managed meet EHCP statutory targets has also been completed.</p>
5.4	<p>Parental engagement has been maintained through good communication. Parental Comments are incredibly positive and give a good insight across all year groups. Class DOJO has been the most useful tool to connect to families.</p>
5.6	<p>Work on Sunshine room is underway, An example of support is now available is on the website. Several Meetings of how high need pupils can be supported have been held, and pupils are beginning to build a relationship with sunshine staff.</p> <p>The support for behaviour will be holistic and will include</p> <ul style="list-style-type: none"> <li>• Counselling for pupils and parents,</li> <li>• parental support</li> <li>• training for behaviour</li> <li>• Home visits.</li> </ul> <p>Six high need pupils have returned to school.</p> <p>Health and safety developments have been shared with parents.</p>
5.7	<p>The Headteacher and Governors thanked Natalie and the volunteer team for their work on producing face masks which are used for meeting and greeting and anxious pupils.</p> <p>The Risk assessment (new world document) was developed with the input of all staff. The re-opening committee supported the decision-making process.</p> <p>The Governors thanked the site manager for his hard work, both inside and outside the school. Planned maintenance work has also continued.</p>
5.8	<p><b>Action</b> Chair of Governors to write a letter of thanks to site manager and staff who have worked hard to ensure that pupil resources have been well organised.</p>
5.9	<p>Staff have taken the opportunity to complete strategic work ready for the new year, ensuring resources are fit for purpose and organised.</p> <p>Performance management has been completed by Zoom, and targets</p>

	<p>have been set for next year.</p> <p>The school has created detailed documents for phase leaders and subject leaders reflecting operational expectations for the current working of the school.</p> <p>Staff have supported key workers pupils throughout the period; others have supported from home by providing home learning opportunities.</p> <p>Staff roles and recruitment have been completed ready for next year.</p> <p>Staff wellbeing has been supported through zoom meetings and direct emails. All staff have been invited to virtual staff meetings</p> <p>Both NQTs are on track to complete their year</p>
5.10	<p><b>Quality of Teaching and learning.</b></p> <p>The school has used a variety of approaches and resources to engage with pupils. Including an offer of live Zoom lessons combined with online resources and Learning packs sent home.</p> <p>The school has provided 48 pupils with laptops to support home learning.</p>
5.11	<p><b>School development plan.</b></p> <p>The Headteacher confirmed that most targets on the plan had been met, some need further development which will be revisited next year.</p>
5.12	<p><b>Finance</b></p> <p>Governors received information on the Impact of COVID in reports previously circulated.</p> <p>The loss of income through meals, events, and summer fete may change the budget significantly. The budget will require review in the future when everything is resolved. The school should proceed with caution going forward.</p>
5.13	<p><b>Action</b> Headteacher to meet with School Business Manager and Chair of Finance to answer specific finance questions</p>
5.14	<p><b>Welfare</b></p> <p>A team of four staff have been working with parents providing additional support at home and completing risk assessments. Work supporting EHCP etc. has continued.</p>
5.15	<p><b>Continuing professional development.</b></p> <p>The following has been completed</p> <ul style="list-style-type: none"> <li>• An audit of school resources</li> <li>• Paediatric first aid training</li> </ul> <p>Parents receive a digest of the Main information shared with parents weekly.</p>

	The Headteacher thanked the governors for their supportive comments
5.16	<p>Q. Has the experience and qualification of specialised staff been shared with parents.</p> <p>A. Yes, A leaflet is in production to show qualification of staff.</p>
5.17	<p>Q. How will the school manage the capacity of the staff to maintain home learning,</p> <p>A. The Priority has been getting the pupils back; however, the SMT focus is now back to home learning to ensure it is the best it can be. The Focus is on planning more engaging learning rather than adding more tasks and introducing live sessions, not just online and follow on tasks.</p> <p>Teachers have found that the engagement has dropped as pupils become familiar with the situation. New ideas include</p> <ul style="list-style-type: none"> <li>• Rise and shine morning introduction</li> <li>• Assemblies for social time.</li> <li>• Pre-recorded and live lessons, covering a range of subjects and activities.</li> </ul> <p>Pre-recorded activities will allow pupils to engage at a time that is appropriate to them, allowing parents to decide on the level of engagement and access at their level.</p>
5.18	<p>Q. Are parents struggling with food?</p> <p>A. Children are fed in school; some families were struggling, especially self-employed. Six to eight food hampers are being delivered to families. The staff has augmented the contents of the hampers. Governors were invited to donate to the hampers.</p>
5.19	<p>Q. Has there been any news on local authority funding of Sunshine project.</p> <p>A. No, not so far, the LA is Focussed on COVID.</p>
5.20	Action Brian to precis report to engage local authority once the current crisis has been resolved.
5.21	<p>Q. Has there been pressure from union not to open?</p> <p>A. No, unions are being supportive of staff and ensuring the staff are kept safe . Some have advised members not to do ZOOM lessons.</p>
5.22	<p>Q. Has there been any response from Stanground about y6 transition</p> <p>A. The SEN department is engaged but is focused on re-opening for its pupils.</p>
5.23	<b>Action</b> Stanground y6 transition to be discussed at the next re-opening committee meeting.
5.24	The new EYFS lead has been working day a week in preparation for next

	<p>year.</p> <ul style="list-style-type: none"> <li>• EYFS have hand-delivered induction packs with resources,</li> <li>• Videos and DOjO have been shared with new entrants.</li> <li>• Children are excited and looking forward to starting.</li> </ul>
5.25	Governors discussed the letter from Jonathon Lewis and his positive assessment of the work of Southfields School. Governors agreed that his comments might be usefully used to promote the school.
8.0	<b>AOB.</b>
8.1	Governors received the Revised safeguarding report.
8.2	Governors considered the impact of COVID on incapacitating of Chair and Vice-Chair. Governors agreed that no further action was needed.
8.3	The governors discussed the meetings for the next academic year. It was agreed that the day could be moved from a Wednesday to Tuesday with meetings starting at 5.30.
8.4	<p><b>Awards evening</b></p> <p>Governors Considered the awards evening; the Headteacher explained that it could be divisive as not all pupils can be chosen.</p> <p>Governors agreed that staff should be able to choose awards for the class, but the awards evening be cancelled this year apart from head boy and girl.</p> <p>The future of awards evening to be discussed in the new year.</p>
9.0	Confirm date of next meeting <b>15<sup>th</sup> July 6.45 pm</b>

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Matters Arising	<b>Action</b> the Headteacher to send an overview of the sunshine project to Brian Rush.
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