



Minutes of the
Southfields Primary School
Full Governing Body Virtual Meeting

Date: the 13th of May 2020		Time: 6 pm
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Present	
Laura Martin (Headteacher)	Brian Rush
John Durance (Chair)	Liam Boyle
Emma Millington)	Joanne Cook
Tracey Whale	Clara King (observer)
Natalie Lumb	Lauren Tawn
Jeremy Lumb	In attendance
Jason Mitchell	Nigel Manders-Jones (Clerk)
	Susan Bream (School business manager)

Item	Issue									
1.0	<p>Welcome and apologies</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>No apologies were received.</p>									
2.0	<p>Declaration of interest</p> <p>None were received</p>									
3.0	<p>Minutes of the last meeting 11.03.20</p> <p>The minutes of the meeting were reviewed and signed as an accurate record</p>									
3.1	<p>Matters arising</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 70%;"></th> <th style="width: 25%;">progress</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">5.3</td> <td>Action Adam Howlett to investigate if Class Dojo inward messaging service and emails in the evening and weekends can be suspended.</td> <td>In progress. Class Dojo is used extensively during COVID closure</td> </tr> <tr> <td style="vertical-align: top;">5.4</td> <td>Action Headteacher to write to parents on</td> <td>Action Deferred to</td> </tr> </tbody> </table>			progress	5.3	Action Adam Howlett to investigate if Class Dojo inward messaging service and emails in the evening and weekends can be suspended.	In progress. Class Dojo is used extensively during COVID closure	5.4	Action Headteacher to write to parents on	Action Deferred to
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		behalf of the Governors to explain reasonable use of Dojo during school visits and that dojo messages should not be sent to teachers after 4.30 pm. The letter to be shared with Parent Governors before publication before the end of the term.	later in the new Autumn term
	5.6	Action Staff Governors to work with S.L.T. to identify suitable responses to the potential improvements suggested by staff, prioritising action into high impact short- and medium-term actions and feedback to next F.G.B.	Action Deferred to later in the new Autumn term
	5.7	Action Staff Governors to write to staff to thank them for their responses and to explain the process to be taken to address their suggestions.	Action Deferred to later in the new Autumn term. Contact was made with staff, but COVID closure interrupted project
	7.5	Action Vice-Chair Cllr Brian Rush to invite Lynne Ayres and Jonathon Lewis to visit once the sunshine project is underway in the summer term.	Action deferred to next meeting. Action the Headteacher to send an overview of the project to Brian Rush
	7.8	Action Headteacher to provide project updates to Governors as the project evolves.	Sunshine project is in operation. Appointed Staff started making zoom contact with parents. leaflets on induction and parental training workshops are in hand.
4.0	<p>Headteachers report</p> <p>The Chair of Governors paid tribute to the Headteacher and staff for their dedication and effort in supporting the Southfields community.</p> <p>The Chair reminded the Governors of their role in deciding to open the school. He explained that If the school leaders consider that it is not safe to do so, they can refuse to open the school. The decision lies with the school leaders, but the Governors are required to exercise a duty of care to staff and children.</p> <p>The Headteacher explained the current situation and how the school had reacted to the COVID 19 shut down. The following points were noted</p> <ul style="list-style-type: none"> • The school had started to prepare for closure before the lockdown announcement. • The decision was taken to shield pregnant staff and any vulnerable staff. • Some parents had already stopped sending pupils before the start of closure. • One of the greatest challenges had been the free school vouchers 		

	<ul style="list-style-type: none"> • Dojo has been used extensively before the closure and was a great asset in maintaining communication through daily school story and pupils' portfolios. • Staff have reviewed pupils who are not engaging and have contacted those not accessing Dojo. • During the Easter, break staffing had been challenging but issues were resolved through the implementation of a staff rota • Initially, 98 pupils were identified as potential Keyworker children; however, only 30 pupils have attended daily. . • Staff remain anxious about the planned re-opening on the 1st June. • Communication with pupils has focused on what the children have learned through this period and what are they looking forward to in the future. • The school has Zoom streamed assemblies. • Pupils engagement with Online resources was already a well-rehearsed feature of the school and has been used extensively since closure. • The whole staff team have worked well to support both each other and the pupils. • An Audit of staff well-being has been completed by the Headteacher and shows that some members of staff have been impacted more than others. • Unions have instructed members not engage on any conversation around June 1st school return. • Parents and pupils have been incredibly supportive.
5.0	<p>Plans for re-opening.</p> <p>The Headteacher discussed the "Welcome to a New Southfields World" document with the Governors.</p> <p>She explained that</p> <ul style="list-style-type: none"> • The document was a Staff handbook highlighting Important key points and messages. A similar document would be produced for parents and pupils, • The format has been chosen to encourage new thinking and actions. Topics include Hygiene, Marking, home life. • A return committee has been formed to capture the many voices of the community, including staff, parents and Governors. • The Plan envisages a return based around the concept of a social bubble consisting of adults and children who consistently work together. • The Plan sets out a phased return to school, starting with vulnerable and disengaged pupils, before including other pupils to create groups of no more than 15 eventually.
5.1	<p>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.</p>
5.2	<ul style="list-style-type: none"> • The Headteacher has consulted some parents about their intention to send their children to school on the 1st of June. Approx. 50% have responded that they might send pupils back. • The Headteacher confirmed that the return will not be fulltime for any year group but would build over time. The exact number is not yet known, and potentially only a few pupils may start on the 1st June. Y1 pupils would not attend until the second week of re-

	<p>opening at the earliest. Parents need clarity.</p> <ul style="list-style-type: none"> The biggest issue and area of concern is that of transmission from children to adults both in and out of school.
5.3	<p>The Headteacher informed Governors that some staff had asked if their children could attend as Key workers.</p> <p>Governors agreed that that was a good idea to ensure that staff are available to work as planned</p>
5.4	<p>New Reception pupils have been inducted to the class dojo and received induction information online. An introductory video and virtual tour are to be put on the school. Welcome packs have been Hand-delivered.</p> <p>The Headteacher explained that some vulnerable staff, including pregnant staff, may not return on the 1st of June but would work from home to support home learning.</p> <p>While the timescale for action is tight, the Plan will evolve as discussion continues and a decision made promptly to allow parents to plan.</p>
5.5	<p>The Governors agreed that the school should communicate with parents the intention to open on a phased return on the 1st of June but that the school experience will be hugely different, and the school will open only if it is safe to do so. The school would not consider extending the school day for before or after school care.</p> <p>The Governors also confirmed that the opening committee would carefully monitor the situation and consider if it is appropriate to open the school within the suggested government timescale and Southfields school opening plan.</p>
5.6	<p>Q. Would you rule out going into second phased of all pupils on the 1st of July? A. No, Not ruled it out, for some pupils, it would be greatly beneficial to assess their well-being and Plan for September, but it would depend on the experience of phase one.</p>
5.7	<p>Q. Is the EYFS team in place? A. The team is not yet set in stone, and some staff may remain with the same group in Y1. New Teachers will join stronger class teams. Staff preferences have been considered.</p>
5.8	<p>Q. How much notice would you need to give parents if the school is unable to open on the 1st of June? A. Ideally by Thursday the preceding week.</p>
5.9	<p>Q. Will Parents be allowed through the gate? A. No. Social distancing markers have been placed.</p>
5.10	<p>Q. Will pupils Change clothes when they enter school? A. No, the school has trailed this with Keyworker children, and it does not work. Pupils will be required to have a fresh set of clothes (not school uniform) a new Home school contract will be issued to ensure the safety of children and staff. Specific support will be in place for vulnerable pupils.</p>
5.11	<p>Q. Do the predicted numbers include key worker pupils? A. The Keyworker list is extensive including delivery drivers. The school could easily become overwhelmed if all key worker pupils are accommodated. The</p>

	Headteacher suggested that just the children of N.H.S. ,Social care workers and teachers could be accommodated.
5.12	<p>Q. Are you working to the assumption that the school will be open to all year groups in July?</p> <p>A. Yes, each phase of the return shows how staff will be assigned. Safety supersedes everything</p>
5.13	<p>Q. Will Face coverings be used?</p> <p>A. Masks could be given out if staff and parents feel it is the correct thing to do.</p>
5.14	<p>Q. Could the school open later than 1st of June?</p> <p>A. The 1st of June return is not guaranteed, but the Plan could be applied to any timescale. The re-opening committee will make a decision based on local information. Communication to parents will help prepare parents and help them to make an informed decision about sending children to school, and some may be forced against their better judgment through the need to work. The school would work to ensure that the best experience is provided for all pupils.</p>
5.15	<p>Q. How is the school going to select pupils phased return?</p> <p>A. The return is planned by class in a phased return throughout the week.</p>
5.16	<p>Q. Are we allowed to rotate classes to manage numbers?</p> <p>A. Yes, the local cluster has decided not to open over Half term, but the school could react to the local situation. Before and After school, care will not be provided.</p>
5.17	<p>Q. Will key worker children in Y1 and Y6 return with their cohort.</p> <p>A. Yes.</p>
5.18	<p>Q. How will you segregate on the playground?</p> <p>A. Lunchtimes will be quite different; playground mixing will be based on the social bubble concept.</p>
5.19	<p>Q. How will the school manage mental health when pupils return?</p> <p>A. The Plan shows that PSHE is taught in addition to the core curriculum subjects. The school day will be a lot slower to allow handwashing and toileting. Mental health will be at the core of the school experience for both pupils and staff. There will be a focus on positive experiences. Whilst Children are resilient and may adjust well; some adults may not be so resilient.</p>
5.20	<p>Q. Will staff work over half term to prepare for the 1st of June.</p> <p>A. The school is classroom-ready, cleaning routines and paediatric first aid training has been completed. Staff have worked together. Communication with parents is vital, and parents may decide not to send pupils back in the first phase.</p>
6..0	<p>Finance update.</p> <p>The School business manager discussed the 2019/20 outrun report previously circulated.</p> <p>Governor's attention was drawn to the following.</p> <ul style="list-style-type: none"> • The school carried forward from 2019/20 £62,618 for Revenue and

	<p>£2,019 for Capital. Some expenditure was deferred into the new year. Disputed Hub income and S.E.N. funding arrived in March.</p> <ul style="list-style-type: none"> • The bank statement as at the 30th of April 2020 showed a balance of £32,144.89. After all cheques and BACS payments that have been authorised are cleared this would give a balance of £17,561.87. • Explorers and Lunches income ceased on shutdown and has impacted on annual income.
6.1	<p>2020/21 budget approval Governors' discussed the three-year rolling budget, and in specifically the 2020//21 budget.</p> <p>The school business manager explained that the Budget plan shows</p> <ul style="list-style-type: none"> • the Forecast reduction in funding due to <ul style="list-style-type: none"> • Reduction in Hub funding has been reduced • The reduction in Reception numbers. • The budget is calculated on a N.O.R. of 608. The actual N.O.R is 604 on roll, but the NOR will change throughout the year • The budget based on "regular data" and estimated funding. • All known staff changes are accounted for; staffing will be reviewed throughout the year. • Expenditure on Resources have been reduced, but resources should be sufficient. • Additional expenditure on school meals vouchers will be reimbursed in June. • The Teachers pay grant and pension grants have been confirmed and will be received in May. • Future funding for free school meals may increase. • The Bank account low waiting for Pupil premium and free school meals. This is Due to the Outlay on additional meals and cleaning. Funding is expected on the 20th of May. The school has purchased all stock required for the new year along with cleaning materials. • Exceptional costs up to £50,000 can be claimed for <ul style="list-style-type: none"> • Utility and resources over Easter • F.S.M. vouchers • Extra Cleaning costs <p>The LA has created a spreadsheet to record costs and income lost.</p>
6.2	<p>Q. Who allocates S.E.N. places to the enhanced resource? A. Enhanced resource places are managed by the local authority. To be placed, the pupils' Primary need must be speech and language.</p>
6.3	<p>Q. If fewer children are applying to the school do, we think the student numbers will drop by the 2020 census? As this could cause a drop in budget allocation, have we allowed for this. A. 78 pupils have accepted Reception places. New house building and local</p>

	school expansions had an impact on the N.O.R. last year; however, the Reception year group was full by the end of the year. Numbers are forecast to rise in future years.
6.4	Q. Will Breakfast Club income this balanced out by the furlough payment (CJRS), have we furloughed these staff at 80% salary? A. Yes, all explorers contracted staff have been furloughed. The school will receive £ 3,300 per month. Net cost around £180.
6.5	Q. Will the Pension grant decrease if Pupil numbers decrease? A. Yes, it may reduce in relation to any reduction in N.O.R.
6.6	Governors unanimously approved the budget as detailed.
7.0	SFVS approval Governors approved the SFVS submitted to the local authority as detailed.
8.0	Governor Guides spring 2020 Governor noted that they had received the Governor Guides Spring 2020.
9.0	Summary Data Documents for Spring 2020 The Data Documents for Spring 2020 previously circulated were noted.
10.0	A.O.B.
10.1	Q. A Governor queried if information had been sent to all governors concerning the ski trip information which including personal information? A. The Headteacher explained that the information had not been shared with all Governors , just with Chair and Vice-chair as part of critical incident planning. She confirmed that the information is held within the cloud not locally.
10.2	Q. Will the school issue end of year report? A. Yes, the Reports have been written and are ready to be issued.
10.3	Q. Do Pupils who have recently transferred to other schools still have Dojo access? A. Yes, the school decided that pupils that had recently left the school should retain access to a familiar online learning during the school closure period
10.4	Action Clara King to add Governors to Dojo class stories.
11.0	Date of the next meeting 17th of June 2020. The re-opening committee to be convened when required.