



Minutes of the Virtual Governors Meeting held via Zoom Conference Call on Tuesday 14th July 2020 (17:30 – 18:10 & 18:20 – 18:30)

Present: Janet Day (Chair), Hannah Herbert, Kate Nester (Headteacher), Lucy Shakesby, Mary Whitaker, Elaine Cave, Helen Clark (from 17:45), Martin Lukins, Mike Greedy and Mike Sales (Clerk). *Please see a list of the Governing Board 'Roles & Responsibilities' at the end of these Minutes.*

Agenda No Item

- 01/10 **Welcome and Apologies** – Janet welcomed everyone to the meeting and explained that Danielle was meant to be chairing today but was unable to join due to builders damaging her internet connection. Apologies were therefore received and accepted from Sue Court (no access to Zoom for this meeting) and Danielle. Kim did not join the meeting.
- It was also reiterated about Confidentiality for Virtual Meetings and being aware of the Boards surroundings. Mike S also explained that Governance Services had given guidance to Governing Boards that this and future virtual meetings should only cover essential business and take no more than 1 hour in duration, with all other non-essential items, to be temporarily circulated and discussed via email until further notice (during the period of Covid-19).
- 02/10 **Opportunity to declare Pecuniary Interests** – None received.
- 03/10 **Minutes of the last meeting** - The minutes of the meeting held on the 19th May were approved by the Board. The minutes will be physically signed by the Chair as an accurate reflection of the Meeting in due course.
- 04/10 **Action points from the previous meeting** – There are no outstanding Action Points from the last Meeting.
- 05/10 **Governor re-elections** – Helen Clark and Sue Court's terms as Governors had ended. Following Governance Services guidance about reappointing Governors virtually, both Governors needed to be absent from this part of the Meeting (which they were) and remaining Board Members needed to be given the opportunity to discuss. Both Sue and Helen were put forward for re-election by Mike G and seconded by Mary.

Signed.....

Dated.....

Action: Mike S to contact Governor Services and update GIAS and School website with re-election details

06/10 **Coronavirus** (Latest information and updates) – Kate updated the Board. All relevant documentation had been issued to the Governors prior to the Meeting including the SEF (Self-Evaluation Form) and the SDP's (School Development Plans), which the Board commented were very helpful.

Kate said that a lot of information had been sent to parents with an aim of it being informative and clear. Feedback from Parent Governors was that this is clear and a well-constructed timetable from September. Kate said that she is pleased with the schools Recovery Curriculum Plan and before/after school support from September.

A question was asked about how many children were expected to return in September. Kate confirmed that attendance would be compulsory. There would be staggered drop off times and there would need to be some negotiation with families who may have siblings in other classes or schools.

Kate said that there may be some potential funding support via the local council for the first ½ term with child care costs to help parents manage. Andy Leafe, the school's PFSA is a Councillor and this would be an avenue being explored to help families if child care costs were an issue.

Kate said that there is an updated Risk Assessment (which will be cascaded with the Minutes). This is an amended version to the one originally sent and will likely need to be further adjusted before September to reflect the latest Government guidance. Staff have already been working towards being 'September Ready'. Mike S has submitted a reimbursement claim for costs already incurred and there is an opportunity to submit a 2nd and final claim in the autumn term. The criteria for reimbursement mean that it is unlikely that not all of the impact of Covid-19 on the schools budget will be reimbursed (such as self-generated income – Hall Hire).

A question was asked about distancing in the classes from September. Kate said that desks will be forward facing where possible, there will be good ventilation in the rooms and lunches will be eaten in classes rather than in the school hall.

Another question was asked about class sizes. Kate confirmed that the maximum class size would be up to 30, but each class is less than this. There will be staggered start and finish times to help reduce large numbers of parents and carers around the school at the same time.

A question was asked about staff and wellbeing. A detailed plan has been issued to staff with the start and finish times and ensuring that all

children have the 5.5 hours allocated time, with ½ hour for lunch. Teachers and TA's have the timetable and allows for PPA (Planning, Preparation and Assessment) time. Kate went onto to say that some areas, such as staff 'Performance Management' would be frozen and targets revisited from the autumn term onwards.

A further question was asked about food for the autumn term and hot meals. Kate confirmed that the hot meals wouldn't be available and a varied picnic style lunch (sandwiches, pasties, pasta pots etc) will be provided daily and that the school are encouraging as many parents and carers to take up this option as possible. 2 of the lunchtime supervisors are being redirected to help with reading. During July and August the hampers, which have been running since March, will continue, with a good selection of food, menu planning and cupboard items being delivered weekly. Contact will be kept with Millfield, so should any families need support, who aren't already, there will be the ability to offer a hamper to those families until September.

Kate explained that some families who will have been home schooling from March and returning in September will need support. Flexibility will also be shown to those families where there are siblings or where drop off/collection times may need to be more flexible.

For those children transitioning to their next school, staff have been trying to make this as smooth as possible and working with the new school (mainly Elmhurst). Teachers, have been phoning home, undertaking some Zoom sessions, dropping off things to families at home, so have tried to be as creative as possible.

Kate said that the Office Team had been working hard to keep good communication with parents and carers and from September the Office will continue with their contact mainly being through email and telephone.

There is a 'Local Lockdown' plan in place should this need to be implemented.

A question was asked about staff and whether they were confident with the plan. Kate confirmed that feedback has been positive and a staff survey had been issued and any queries worked through. There had been no queries raised by Unions.

The Board said that they were 'absolutely impressed' with the continued hard work and commitment with ever changing guidance. Kate said that it was a 'Team Effort'.

A question was asked about the Victoria Club reopening and it was confirmed that the club had partially reopened from 13th July. Mike S said that although the club car park had reopened, we had asked parents *not* to use this until September with a view to maintaining the

one-way person system (walking up main drive and exiting at the rear of the school). It was felt this would be hard to maintain if the car park was used as before.

One of the Parent Governors said her experience has been really positive. Her son's teacher had been excellent and called to wish her son a Happy Birthday on a Saturday and had always responded to emails and queries, even at 10.30pm. She said these experiences make people feel special.

07/10 **School Development Plans** – Governors confirmed that they had received and looked at this information and if there were any further queries, that these would be sent to Kate and Lucy.

08/10 **Thank you (and vacancy)** – This Meeting is Janet's last before she steps down as Chair and Governor. As a small token of their thanks a Card, voucher, flowers and gift had been delivered to Janet. Kate said that she was very grateful to Janet for everything she had done and the support she had been to Hindhayes and that she would be missed.

Janet said "I will not be disappearing altogether. It is a delight to be involved with such a fantastic school which has a special place in my heart and in the community. I just need to adapt to a change in work commitments and reduce a current overload in work related admin. Hindhayes has an exceptionally committed leadership team and staff who do their best to create a positive working environment in which to nurture the children in your care. The Governing Board went through a lean time, but over the last few years has gone from strength to strength in supporting the vision and direction of the school. That's thanks to you all - an enthusiastic team with a broad range of essential skills to offer. You can be very proud of the school you represent. Thank you all for your voluntary support and commitment to the school. Thank you Mike for being the most capable and helpful Clerk EVER. I have every confidence that you will continue to keep up the great work with Danielle in the Chair and Kim as Vice-Chair".

Vacancy - There has been interest in the vacant 'Community' Governors position with the potential new Governor joining the September Meeting as an observer.

09/10 **Dates of future Meetings** – The initial date for the first Governors Meeting in the Autumn Term is Tuesday 29th September 2020 at 5.30pm. It is hoped that this meeting will be in person with the option for people to join via Zoom or completely virtually if needed. A decision about this will be made nearer the time - Dates for 2020/21 academic year to be circulated via email.

Action: Mike S to circulate dates given from Kate once received.

Signed.....

Dated.....

10/10 **Any other business** – OFSTED visits information to be cascade with the minutes.

Agreed Action Points:

Agenda item	Action by	Agreed action	Action taken:
05/10	Mike S	Mike S to contact Governor Services and update GIAS and School website with re-election details	
09/11	Mike S	Mike S to circulate dates given from Kate once received.	

The following points have been circulated via email prior to the meeting

Non-Essential Agenda Items

- New photocopier contract proposal – New 3 year contract with £2.3k savings per year - **Approved.**
- Grounds Maintenance schedule and costing plan – **Cascaded via email**
- Caravan donation to school - **Cascaded via email**
- FSM projection continuation throughout July and August plus negotiated BAM rebate - **Cascaded via email**
- Budget 2019/20 year end position & initial budget allocation for 2020/21 financial year - **Cascaded via email**
- Population Forecast Report - **Cascaded via email**
- SFVS (Schools Financial Value Standard) - **Cascaded via email**
- 2019/20 Pupil Premium summary & 2019/20 Sports & PE summary – **Cascaded as part of the SEF**
- Policies - **Deferred until future meeting(s)**
- Governor Training (including Safeguarding) – **Training date to be cascade**
- Elmhurst Governors and Federation updates (to include relevant Ofsted points) - **Deferred until future meeting(s)**
- Bill Jerman, Pupil Premium follow up review - **Deferred**
- Victoria Club car park - **Deferred**

Signed.....

Dated.....

