



**Minutes of the Virtual Governors Meeting held via Zoom Conference Call on
Tuesday 2nd February 2021 (17:30 – 19:00)**

Present: Danielle Hart (Chair), Kate Nester (Headteacher), Lucy Shakesby, Hannah Herbert, Mary Whittaker, Elaine Cave, Helen Clark, Kim Todman, Louise Melia, Mike Greedy (18:00 – 19:00), Martin Lukins and Mike Sales (Clerk). *Please see a list of the Governing Board 'Roles & Responsibilities' at the end of these Minutes.*

01/10 **Welcome and Apologies** – No apologies were received. Sue did not join. Danielle welcomed everyone to the meeting and reiterated the importance of confidentiality, whilst we continue with virtual meetings and that these will only cover essential items. Non-essential items will be circulated via email and the virtual meetings will last no longer than 1.5 hours.

02/10 **Opportunity to declare Pecuniary Interests** – None received.

03/10 **Minutes of the last meeting** – The minutes of the meeting held on the 1st December 2020 were approved by the Board. The minutes will be signed by the Chair as an accurate reflection of the Meeting electronically. Mike S has previously confirmed with Governance Services that this was acceptable.

04/10 **Action points from the previous meeting** – There were no outstanding actions.

05/10 **Coronavirus update** – Kate has updated the Hindhayes Risk Assessment and took the Governors through the latest updates. The school continues to keep up to date with the daily updates from the local and national guidelines which are circulated by the Dfe. All Key-Worker and Vulnerable families were identified on the 2nd January so that staff were informed of numbers and able to open on Tuesday 5th January. There is a maximum of 15 children in a class bubble and the school are supporting 60 families (as not all children are in all week so different children/families have a place over the course of that week).

Keyworker bubbles are not mixing and the children who are going to WRAP care use the hall and the Willow Room. These children spend a lot of their time outside in Forest School.

Children are using their own stationary packs and sitting where possible in the same seat. They are using and taking home reading books from their keyworker bubbles. Kitchen and Keyworker awards

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have been given to the children through year group assemblies over Teams.

Parents were communicated with quickly to ensure a smooth transfer to home learning, as most children have been learning at home. Lucy has been working as Remote Learning Lead and there was a seamless transfer to Home Learning when the latest Lockdown was imposed. A questionnaire was circulated to families in week 3 and the overwhelming feedback has been very positive about the online resources, such as Purple Mash. Teachers are also ringing families to offer support and have dedicated class emails set up for communication. **Feedback from Parent Governors was also very positive as their experience was that it was a safe area that children could work to build their IT skills and confidence.**

Some families where there are older children in the home, there is an issue with the younger children having access to a suitable device. A number of families are therefore requesting printed home learning resources, so in addition to doing work online. Everything is being done to give families the resources they need but there is a cost for printing and time implications. If the decision from Government on the 22nd February is that home learning will continue beyond 8th March, Hindhayes will be well placed to do this. The School have issued 6 laptops to families with an additional 6 highlighted when the devices are with the school. In terms of Parent communication for families reporting absences or concerns relating to Covid-19 a dedicated email address was set up so that these messages could be looked at a priority. Kate, Lucy and Mike have been the points of contact for staff during non-working times.

Kim asked for it to be minuted that ParentMail, which was introduced in January has been well received. Feedback has been that parents and carers like the system as it has all their school communication in one place. Mike S said that that original brief was for the system to be something to be used for bookable WRAP care which could take payments at the time of booking but the additional features have proved really worthwhile as an 'invest to save'. Parent questionnaires have also been sent on the system as well as the feature of booking Parents Evenings. The system is a good addition. Take up currently stands at 97% of the school. It was agreed that a piece would be put in the Newsletter about ParentMail and asking those remaining who haven't been signed up to do so and reinforcing the benefits.

Action: **Mike S to organise a piece for the Newsletter promoting ParentMail further.**

The SLT continue to reinforce the importance of 'Hands, Face and Space'. The class bubbles are in each of the reception classrooms, which have their own toilets. This means that the rest of the school isn't

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used as much and the Cleaning Team can focus on these areas to ensure that they are cleaned thoroughly each day. The fogging machine has been well used and sanitises areas quickly and effectively. Staff are now wearing face coverings when leaving their designated bubble or where a 2-meter distance cannot be maintained. The one-way system is also in operation as well as the staggered start and collection times.

Local Authority (LA) Risk Assessments have been completed in line with local requirements to ensure that children with EHCP's are able to access some provision within school. One child has his own bubble three mornings a week.

The PFSA and Learning mentor are very busy responding to and meeting the needs of families whose children are suffering due to emotional wellbeing. The PFSA has almost 50 cases (across schools he supports), when the caseload should be 15. Kate is defending the PFSA/Learning Mentor time to ensure the LA provide support/funding where required. SLT are working on a rotation basis to manage ongoing pressures on individual workloads. There are many more emails coming in from families who are struggling with this latest lockdown. **Feedback from a Co-Opted Governor was that they are happy to continue to support the PFSA where needed from a PCSO perspective. Any further practical support was also offered by the Salvation Army.**

Food hampers – The school have been working hard with their food partners, BAM FM and continue to provide weekly food hampers to eligible families. Recent press coverage of food hampers not meeting the DfE requirements in other areas of the country are not the experience for Hindhayes. The contents have exceeded the minimum requirements and a picture of the contents went in the January newsletter. Eligible families pick the hampers up weekly on a Monday and a system is operated so that they collect from the library and use the one-way system, which has been effective. Some schools have chosen offer food vouchers (which would be a double cost to the schools) with Hindhayes maintaining the hamper as it is felt the contents are those which are needed to provide lunches. Parental feedback has been positive about the food offer from the school.

The school have now received and distributed the lateral flow test kits. Staff test twice weekly to identify asymptomatic cases. SLT and 2 Teaching Assistants responded to the 5-day turnaround so the school were able to respond quickly. There are dedicated email addresses for staff to record their results, so that it can be identified quickly if the school need to deal with a situation.

Adjustments were identified and made to the gate. Mike S updated that it had been identified that there was a small area where the gate could

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close on someone (although there have been no incidents) and changes have been made so that the gates stops if it did come into contact with someone. A light also comes on when the gate opens and closes, which has been useful for the darker afternoons, especially for the families collecting later in the day.

Only essential trades people are being allowed on site and these are scheduled so that it avoids times when there are likely to be more people in the building.

The school has someone lined up for the School Crossing Patrol Officer. A survey was undertaken by Highways (w/c 25th January) and their results will determine the traffic (which will be adjusted because of Lockdown). Highways will then train the SCP and a start date can be agreed. This has been a frustrating delay as the school are ready to progress with the SCP now.

Staff continue to be well supported by Lucy to ensure that high quality remote learning is available to all families. Staff who had to self-isolate over Christmas were provided with care packages. Children of classes who also had to self-isolate were given holiday packages to keep them busy. These were very well received and only possible due to the help and support of the Salvation Army and Lucy. **Feedback from Governors was also complimentary.**

A question was asked about staff morale – Kate said that with more staff and children in school that this was helping with seeing each at a distance and helping with interactions. Staff are feeling more assured with being at work due to the lateral flow tests. Assemblies have been a good way of bringing everyone together and feeling part of the journey. SLT are trying not to over burden staff and that staff are getting on with things, therefore trying to maintain a good work/life balance. The staff team are passionate about having the children return to school and that is helping with maintaining good morale.

A parent governor said that she felt that the staff were really positive and that parents she had spoken to echoed this feeling, with the 'community standing with you'.

Co2 Monitors are currently being assessed to see if they are effective and if there are, more will be purchased for the classrooms so that we monitor the level of ventilation. We are also looking at purifying units to improve air quality. From January staff have been able to come into school in clothing fit for the temperature and ensure that staff remain warm to do their work. Where possible staff are working at home. The Office Team are working with 1 person in school on a rotation basis and working from home on the days they are not in school.

School budget position – Kim and Mike S are in the process of reviewing the Month 9 Finance Report. **Kim asked for it to be minuted**

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that a significant amount of time is going into managing the expenditure and that she recognises that the SLT are working very hard in a challenging situation within the constraints they have. Mike S updated the group that the budget position at the Month 6 report was a small projected surplus, but the impact of Covid-19 has impacted this and will now be a deficit position. Additional costs will not all be met by the Covid-19 exceptional costs/Catch Up Grant as income generated by the school is not covered. Therefore, income which was projected from WRAP Care, grants from Glastonbury Festival and income from Hall lettings can't be generated. The position is also compounded by the known shortfall in funding as recognised by the SFT (Schools Funding Team) for Somerset Infant Schools. Example for Hindhayes where we have to operate 8 classes but are funded for 7.2 (as the grant funding is per child). All schools are also seeing a decrease in future pupil numbers with September '21 numbers from the LA being 54 when the school would usually expect 76.

Action: Mike S to circulate Month 9 Budget information when signed off by Schools Funding Team (mid-February).

- 06/10 **School Development Plans** – Deferred until future meetings or to be circulated via email
- 07/10 **Safeguarding** – There were no specific Safeguarding issues to raise. Kate confirmed that the Audit deadline had been extended to April '21.
- 08/10 **Policies** – These will be deferred until future meetings or will be circulated via email. Governance Services have confirmed that Policies can be deferred for 1 year where required.
- 09/10 **Dates of next future meetings** – Dates for the 2020/21 Governor Meetings are as follows:

Hindhayes - Governor Meeting dates		
Dates	Term	Status
29/09/2020	Term 1	Held
01/12/2020	Term 2	Held
02/02/2021	Term 3	Held
16/03/2021	Term 4	To be held
18/05/2021	Term 5	To be held
13/07/2021	Term 6	To be held

It was noted that the next meeting is on the 16th March and Danielle highlighted that if schools do reopen on the 8th March and Kate felt appropriate, that the Governors would be supportive to change the date of the meeting. Also if the meeting proceeds that as Danielle and Hannah would be attending the virtual 'Preparing for Ofsted' training

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