Carlton Hill Primary School - Board of Governors: FGB Committee

MINUTES of the Full Governing Body Committee Virtual Meeting – Wed 20 May 2020 at 10am.

Present: Tamsen Beer (Head Teacher), Chris McNeill (Chair, Co-opted), Annabel Blakeston (Elected Staff), Andy Russell (LA), Dennis Muir (Elected Parent), Ken Caplan, (Co-opted), Nic Jones (Co-opted), Judy Simon (Co-opted), Debs Owen (Associate Governor)

Apologies: Kris Pitrova (Co-opted), Lisa Bostock (Elected Parent)

Absent: Lisa Bostock (Elected Parent), David Edwards (Co-opted)

In attendance: Amanda Sherratt (Clerk)

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<tr>
<th>Item</th>
<th>Discussion &amp; Decisions</th>
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<tr>
<td>1.</td>
<td>Welcome and Apologies</td>
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<td>Chair welcome members to the virtual meeting. KP and LB sent apologies.</td>
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<td>2.</td>
<td>Actions from meeting 29th April</td>
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<td>Minutes of the 29th of April FGB were APPROVED.</td>
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<td>1. Clerk to circulate the Jan ’20 FGB minutes to governors for comment/approval – completed.</td>
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<td>2. Governors to review/approve Jan ’20 FGB minutes by email – completed and APPROVED</td>
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<td>3. TB to add staff wellbeing figures in to Risk Assessment LIR - completed</td>
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<td>4. TB/SD to report incidents of trespassing to the LA ongoing - completed</td>
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<td>5. CMcN to draft a letter to parents from governors and send to governors for comment - completed</td>
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<td>6. TB to ask ML to signpost online safety again to families - completed</td>
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<td>7. TB to suggest to staff about postcards to individual children - completed</td>
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3. Head Teachers Report

Business critical decisions - any current issues that need discussion/decision making

TB reported as follows:

Finance
w/b 20.5.20 Liz to email F&P confirming final end of year position along with a summary of where we have got to on the budget.
(Key issues: 7 pupils (4 in our new reception intake) and 3 in other year groups – all with significant SEND /medical need and EHCPs. It is not clear whether they will all be with us in Sept, nor with what level of funding. There are some key meetings related to some of these pupils mid – end May. This is obviously crucial for our staff structure, High Needs Funding picture and the budget position. Also, impact of Covid and loss of hirer income)

22.5.20 Submit draft budget spreadsheet to B&H finance

5.6.20 Virtual F&P Committee to review year-end and approve the Final Budget.

Once budget approved by Govs, submit final budget to B&H.

**Recruitment**
Nothing new to report

**Monitoring how the school is continuing to provide care for children who are vulnerable, children with ECHP plans the children of key workers, associated risks, issues etc.**

**Children eligible to come to school**
- Numbers rising – up to 22 per day
- 35 children: Vulnerable 10 KS1 and 7 KS2 and Key worker 8 KS1 and 12 KS2
- 3 staff teams from April 6th – each team works a week at school, a week working from home, and a rest week – this is the model recommended by Unions.
- Each team comprises of a paediatric first aider, member of SLT, a member of office staff and teachers and support staff

**Wider group of Vulnerable children** (including some of those who already come to school)
60 children emails / phones calls postcards per week from SLT, learning mentors and support staff.

**All children**
Every class teacher has written a set of postcards to their class and in a couple of weeks every TA will also write a set of postcards to the class

**Free School Meals**
Continues to be a frustrating process as the system is constantly crashing. It is a nationwide issue.

**Digital devices for disadvantaged and vulnerable children**
This is in process, I am liaising directly with Sam Wilson, Head of Virtual school who is leading

**Social Care**
2 families Child Protection Plan (3 children)
4 families Child in Need Plan (7 children)

**LAC**
2 children long term fostered
4 children adopted / special guardianship

**Safeguarding Monitoring the wellbeing and welfare of pupils, staff and stakeholders**
**Child Protection and Safeguarding Policy Covid 19 (circulated)**

**Staff**
35 members of staff - 4 off long term with underlying serious health issues, 3 shielding others
2 bereavements - parents of staff
1 member of staff has been tested for Covid – negative

DfE have clarified the definition between medically vulnerable and ‘extremely’ medically vulnerable. ‘Extremely’ medically vulnerable should stay at home until end of June to be shielded.
Head to have conversations with each member of staff to discuss individual circumstances and offer guidance and reassurance.

**Any issues arising from how the building is currently being used and remote working for staff**

Covid 19 Risk Assessment update (circulated)

Intruders on school site
Extensive communication with B&H H&S team, security team, Property and Design team and Police
Outcome:
2m high fencing (green mesh ‘prison’ fencing which you can see through) to be erected from above Steve’s house down to the top of the school field (inc gate).
There is no need for planning permission. The cost is approx. £4,400
AP security (from B&H Council) patrolling 2 x every eve actually in the carpark and grounds (inc weekends)
Police are also upping their patrols and have codes to gate for access if necessary
Steve is reporting every incident 101 or online

**Support being given to parents and carers to help them educate their children at home**

No further updates

**Schools re-opening**
DfE V needs of families V Unions and H&S concerns

We know that disadvantaged families suffering – although research shows they are least likely to return to school (see Sam’s email)

Numbers have risen at Carlton Hill school now 8-10% are coming to school (higher than National %)
All children on CIN or CP now attending school
Isabel is confident that we have made contact with all the children with EHC plans and we have repeated and revisited the offer of a school place...we have sent packs home and made contact and asked again and again if they needed anything more.

Talk though current draft pod plan – I have liaised with NEU reps for their feedback

Steve started H&S preparations already in school as these will have to happen for whenever we re-open
Before circulating draft plan with all staff, need to wait for new risk assessment template from B&H including NEU 5 x tests.

This will be updated and then shared with staff and Governors and LA.

Letter from Council to all families – reopening is bespoke to each setting and staff availability. Now need to update families about CH plans.

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<td>• Chris McNeill has challenged LA around critical mass in next year’s reception class 4 with significant SEND needs – 1 with autism, 2 with diabetes and 1 with a chromosomal deletion</td>
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<td>• Kris Pitrova statement was read out</td>
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<td>• This is a very useful video on school reopening. It took place on Friday 8th May. A doctor is giving advice to a group of head teachers. He is really measured and very clear. Worth listening to, if you have the time.... the link is here</td>
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https://www.youtube.com/watch?v=K2bEm_NvIpc

| 14. Date of next meeting: Friday 5th of June 2.30pm via Zoom. |

Minutes were approved as a true record by the Chair of Governors at the FGB meeting on 5th of June 2020.