

STICKLAND'S CE VA PRIMARY SCHOOL
Minutes of the Virtual Full Governing Body Meeting due to Coronavirus
held on Monday 18 May 2020 at 1.00 pm in school

20/299	<p>Present:</p> <table style="width: 100%; border: none;"> <tr><td>Richard Campbell</td><td>Chairperson</td></tr> <tr><td>Ruth Adler</td><td>Staff Governor</td></tr> <tr><td>Jax Comyn</td><td>Foundation Governor</td></tr> <tr><td>Gay Lewis</td><td>Associate Governor</td></tr> <tr><td>Kathy McCann</td><td>Headteacher</td></tr> <tr><td>Suzie Mutch</td><td>Foundation Governor</td></tr> <tr><td>Kevin Roberts</td><td>LEA Governor</td></tr> <tr><td>Katharine Singleton-Smith</td><td>Foundation Governor</td></tr> <tr><td>Louisa Spearing</td><td>Parent Governor</td></tr> <tr><td>Sadie Watson</td><td>Associate Governor</td></tr> <tr><td>Linda Wilcock</td><td>Foundation Governor</td></tr> </table> <p>In Attendance:</p> <table style="width: 100%; border: none;"> <tr><td>Lisa Cracknell</td><td style="text-align: right;">Clerk</td></tr> </table> <p>Apologies:</p> <table style="width: 100%; border: none;"> <tr><td>Daniel Ingles</td><td>Unable to access Microsoft Teams due to forgotten password</td></tr> <tr><td>Jodie Carter</td><td>Apologies but it is her son's birthday.</td></tr> <tr><td>Lin Potter</td><td>Technology difficulties.</td></tr> </table>	Richard Campbell	Chairperson	Ruth Adler	Staff Governor	Jax Comyn	Foundation Governor	Gay Lewis	Associate Governor	Kathy McCann	Headteacher	Suzie Mutch	Foundation Governor	Kevin Roberts	LEA Governor	Katharine Singleton-Smith	Foundation Governor	Louisa Spearing	Parent Governor	Sadie Watson	Associate Governor	Linda Wilcock	Foundation Governor	Lisa Cracknell	Clerk	Daniel Ingles	Unable to access Microsoft Teams due to forgotten password	Jodie Carter	Apologies but it is her son's birthday.	Lin Potter	Technology difficulties.	Action
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20/300	Opening Prayer																															
20/301	<p>Virtual Meeting Protocol</p> <p>LC reminded the governors of the guidance regarding virtual meetings and only one governor advised they would be unable to continue the meeting as they could not confirm that they were in a private area where they could not be overheard. LC advised that she was recording the meeting, the recording would be deleted once the minutes had been agreed.</p>																															
20/302	<p>Pecuniary Interests</p> <ul style="list-style-type: none"> • None Declared. 																															
20/303	<p>Minutes from the meeting on 2 April 2020 and Matters Arising:</p> <p>There were no matters arising therefore, the minutes were agreed and will be signed.</p>																															
20/304	<p>Headteacher's Report:</p> <p>The head advised that the school would not be open over half term to give staff the opportunity to organise school for the possible return of the reception, year one and year six children. An email has been sent to parents asking them to confirm that they require places after half term. They will be able to change their mind but it may take a few days to accommodate any extra children. Currently the numbers for the 1 June 2020 are as follows: -</p> <p>Reception 3 Year One 5 Year Six 6 Keyworker children 5+ (the days they attend may vary due to their work timetable)</p> <p>The school will be organised into small groups which will not mix with each other, with consistent staffing for each group. More than one member of staff per group will be required on different days.</p>																															

Signed.....Dated.....

	<p>Governors queried if any staff had refused to return to schools or if the unions were involved. The head confirmed that all staff would like to come in and she is not aware of any union input at our school at the moment. LC will continue to work from home as this is working well, one other member of staff has vulnerable children so will be working from home and another staff member has a vulnerable staff member staying with and she is currently checking if it's appropriate for her to be in school. It was queried if those working from home could take on the responsibility for home learning for the children not in school. The head reassured governors this was being looked at in her planning.</p> <p>School transport was also queried and the governors were advised that this comes under Dorset Council's remit so we will wait for more information from then. Two of the key worker children will be unable to attend if transport is not available.</p> <p>Equipment is being sorted out for each group so that they do not need to share and the school has ordered extra cleaning materials for each classroom to ensure that staff can sanitise as much as is possible.</p> <p>School is relying on parents to be honest about their children's health to help ensure that there is as little risk as possible in school for children and staff.</p> <p>DI sent a question today regarding FSM children and the head advised that the children that will be returning to school will stop receiving vouchers and will receive a lunch at school.</p> <p>Governors queried if the SLT are happy with the risk assessment they have been following. RA advised that they are as comfortable as they can be that there would always be some element of risk although this is being minimised as much as possible. The head advised governors that they need to be happy with the risk assessment as they are ultimately responsible for the school therefore, she will be liaising with the Chair and Vice chair regarding this.</p> <p>Parents who have decided to keep their children at home will not face any penalties at the moment.</p> <p>This is a very tricky situation and will be difficult for everyone involved including the children who will be attending school who will be having to adhere to social distancing as much as possible. Transitions for children to new schools is also difficult and we have no news on how this will work.</p>	
20/305	<p>Chair's Report:</p> <p>The chair and the governors thanked the headteacher and staff for their work during this difficult time. The chair also congratulated the staff on the electronic work that had gone out. The school has received some lovely feedback from parents and has not received any negative comments.</p>	
20/306	<p>Schools Financial Value Standard</p> <ul style="list-style-type: none"> • Financial Risk and Control Checklist – LC explained that this was for governors to determine that the school has robust procedures to minimise the risk of fraud. The governors approved the checklist • Financial Staff Skills Audit - The governors approved the Skills Audit 	

Signed.....Dated.....

	<ul style="list-style-type: none"> • Staff Performance Reviews - This will take place once school is in a position for them to do so. <p>Budget – LC advised that the 2020/21 budget has been agreed by County however, 2021/22 and 2022/23 have not been agreed as they are deficit budgets. County have advised that the budget should be closely monitored this year and any possible savings should be made.</p>	
20/307	<p>Policies for Approval:</p> <p>Policies approved at committees: -</p> <ul style="list-style-type: none"> • N/A <p>Policies for approval at this meeting</p> <ul style="list-style-type: none"> • Collective Worship • Accessibility Plan <p>Both policies were agreed and adopted.</p>	
20/308	<p>Governor Application Update:</p> <p>GL has been contacted by DI and hopefully her interview for the foundation governor position will take place in the next two weeks.</p>	
20/309	<p>Any other business:</p> <ul style="list-style-type: none"> • The Governors have a Lloyds Bank account but the only signatory connected to the school is Kerry Straughan and she would now like to be removed from this account. Governors asked what the account was for and LC advised that it had been used by governors to buy items at their discretion. RC, SM and KMc agreed to become signatories. • RC queried if staff are involved in supporting children who are not normally supported at home. The head advised that teachers are phoning those parents who are not engaging with us but unfortunately, we cannot do much more than this. 	
20/310	<p>Closing Prayer</p>	
	<p>Meeting closed at 1.50pm</p>	

Date of next Meeting : Monday 15 June 2020 time tbc

Signed.....Dated.....