



**Madginford Primary School
Monday 18 May 2020 at 2pm
Virtual Full Governing Body Non Confidential Minutes**

Present: Amanda Woolcombe (Head Teacher), Toby Butler (Chair of Governors), Kelly Barnett, Carolyn Christie, Jo Considine, Shirley Lall, David Parfitt, Shelley Shrimpton, Charles Tanswell, Natalie Wensley, Yvette Best.

In attendance: Mrs S Rome (TEP Clerk). Anne-Marie Butler (Finance & Personnel Officer).

Absent: Ian Hayne

Apologies: None

PLEASE NOTE GOVERNOR CHALLENGE HIGHLIGHTED IN BOLD

1	WELCOME AND APOLOGIES	ACTIONS
	The Chair welcomed those present to the meeting. The meeting was quorate. There were no Apologies.	
2	DECLARATION OF BUSINESS INTERESTS	
	Governors had the opportunity to update and/or declare any pecuniary and non-pecuniary business interest. No other business interests against the agenda were declared.	
3	MINUTES OF THE PREVIOUS MEETING 27 MARCH 2020	
	The FGB confidential minutes of 27 March 2020 were reviewed and no amendments made. There were no actions. The HT provided Governors with an update in respect of the matter discussed within the confidential minutes. The FGB non-confidential minutes from the 27 March 2020 were reviewed. No amendments were made. The actions were reviewed; 1. Completed. 2. On-Going. The Chair had found the original link but this had since altered. 3. On-Going. 4. On-Going 5. As action 2. 6. Completed. 7. Completed. 8. Completed and submitted. The Chair would sign the non-confidential and confidential minutes as a true record	

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	when able to.	
4	MEMBERSHIP	
	<p>No Governors had their term of office expiring before the next FGB. For emergency Governor contact details the School and HT had these if necessary.</p> <p>The Chair advised the current Vice Chair would not like to be Chair in the future. As such the GB needed to be looking forward and enable other Governors to step up to the role. In particular, the GB would require a Vice-Chair who would want to become Chair. Governors discussed and commented that they could each rotate for a year, which would provide all with experience and move forward with their skill set. The Chair advised he could become Vice-Chair to support a new Chair. It was agreed Governors would take time to consider who would be willing to take on the role as Chair, and advise the Chair of Governors.</p>	1. All
5	HT REPORT	
	<p>The HT provided a verbal update to Governors regarding the current situation in the School due to Covid-19.</p> <p>The HT advised the School had 17 to 25 children most days with numbers increasing. The School have been planning with SLT for the return of Years R, 1 and 6, based on Government advice. There would be staggered times for entering and leaving the School, with children and staff in the same bubbles each day. Year 6 could enter School at 8:30am onwards and walk in and out of School on their own with parental agreement. Year R would enter via Merton Road at 9am onwards in ten minute intervals, with leaving the School at 2:40pm. Year 1 would enter the School via Egremont Road from 9am onwards at ten-minute intervals, with leaving the School at 2:30pm onwards. There would also be a one-way system around the School, and the classrooms for Year R and Year 6 would be in the main block. Year 1 would be in KS2 block. Key worker children would stay in a separate group and begin at the School from 8:30am to 8:50am, leaving at 3:15pm. TAs would take this group. The children may not have the same class teacher and the School would be closed on a Friday afternoon. Additional hand sanitisers and cleaning would be taking place.</p> <p>Governors asked if any children would have their own teacher. The HT advised some may do but not all. The School would let parents know once the children were back at the School. The HT advised that new teachers would have additional support.</p> <p>Governors asked if there would be a lot of additional work for staff. The HT advised there would be very little in the classrooms in terms of resourcing. Children would bring their own pencils into School. Governors asked if there had been a positive response in terms of the numbers of children coming back to the School. The HT advised it had been positive for Year R and Year 1, however not for Year 6. Governors asked how the classes would be split. The HT advised teachers would be responsible for this and checked by the phase leaders. Children would be placed with friends where possible.</p> <p>NW joined the meeting at 2:40pm.</p> <p>Governors asked if the school would provide lunches for the children. The HT advised packed lunches only which would be eaten with each bubble in the classroom. The midday meals supervisor would be in.</p> <p>Governors questioned if staff were happy with the school opening to additional children. The HT advised staff were worried about coming in to the school however a risk assessment was being compiled. The staff would still have TA support and PPA time set aside on a Friday. The School would be open from 8am to 4pm with no additional provision. Cleaning supplies would be available for each classroom.</p>	

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	<p>Governors asked if the children would be learning the same as at home. The HT advised the School did not have to follow the curriculum, and there would be a focus on reading, writing and maths. The children would also be outside as much as possible.</p> <p>Governors asked the number of children in each bubble. The HT advised there would be a maximum of 13, however likely to be 10 to 11 children. Governors asked if there would be the same staff with the children all day. The HT advised there would be apart from when the staff needed a lunch break. Governors asked how staff would socially distance. The HT advised that all staff would have a rota for breaks, and none of them would be at the same time. 1 person would make drinks for staff. Governors asked if one to one provision would be available for children who require it. The HT advised there would not be, as the school would have less staff available due to those self-isolating. The HT added that there was 1 child who required specific one to one assistance, however this child had complex medical needs and was not in School.</p> <p>Governors asked if the School were providing for those children that had FSM. The School advised those who were eligible on site would have a packed lunch. For those not on site vouchers were being provided.</p> <p>CC left the meeting at 2:45pm.</p> <p>Governors asked if children would be wearing school uniform each day. The HT advised the children and staff would be asked to wear fresh clothes each day, and school uniform did not have to be worn.</p> <p>The HT advised Governors that the Government realised social distancing was impossible for children. The School were not planning however for all children to return to School in July.</p> <p>Governors asked if the HT needed anything from them. The HT advised the School were keeping visitors to a minimum. OFSTED inspections were currently on hold. The School would be driven by advice from the Government and Teacher's Unions. Staff were concerned about PPE and the School would try to gain some from the local supplier.</p> <p>Governors were appreciative of the work the school had carried out and congratulated staff for their efforts.</p> <p><u>Safeguarding</u> The School were working with the FLO and class teachers. Vulnerable families were being kept in touch with. The school had a good knowledge of families however there were additional safeguarding risks as the children were not being monitored each day. A risk assessment had been carried out for all vulnerable children.</p>	
6	FINANCE	
	<p>3-Year Budget The SBM presented the 3-Year Budget, which had been shared with Governors prior to the FGB.</p> <p>Governors raised the following questions;</p> <p>Was the cleaning post permanent? The Finance & Personnel Officer advised it was.</p> <p>Had money spent on cleaning products related to Covid-19 been claimed back? The Finance & Personnel Officer advised the School were waiting for the advice from Government in June. The budget had assumed for no refunds on a cautious basis.</p> <p>Had the School received confirmation of future funding? The Finance & Personnel Officer advised that to date the School had not received confirmation this would be received from KCC.</p> <p>Would the Sports Premium be received for Years 2 and 3? The Finance & Personnel Officer advised that to date the School had not received confirmation this</p>	

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	<p>would be received, and as such had not been budgeted for.</p> <p>Were specialist teachers budgeted for? The Finance & Personnel Officer advised they had been. A system to assist in the, planning, assessing and teaching of the subjects had been budgeted for also. Empiribox had been budgeted for also.</p> <p>Capital funds had been set aside for laptops for KS1. £10k per year would be used for refurbishment of the Year 1 toilets, with refurbishment planned for other Years on an annual basis.</p> <p>Governors were satisfied and unanimously approved the 3-Year Budget. The Chair thanked the Finance & Personnel Officer and Governors for their remote support.</p> <p>The Finance & Personnel Officer left the meeting at 3:20pm.</p> <p><u>Closedown</u> Governors had been sent the documents prior to the FGB. All Governors unanimously approved the 2019/2020 Closedown.</p> <p><u>Financial Delegation</u> This was in line with KCC's processes and had been approved at the last FGB as is documented within the Finance Policy.</p>	
7	POLICIES	
	<p><u>Child Protection Addendum</u> This had been discussed under item 5. The standard KCC template had been used and this was a working document. The Chair asked if all Governors accepted this to reflect the current situation. All Governors ratified and approved the Child Protection Addendum. This would be added to the School website.</p> <p><u>Acceptable Use</u> The current policy had been updated to reflect the expectations place on Staff as an online platform was now being used for learning. Governors were satisfied.</p>	
8	GOVERNORHUB BULLETIN	
	The Clerk advised Governors of online training which Governors could complete virtually. The Clerk advised of the TEP weekly round-up, which Governors would receive notification of via GovernorHub.	
9	GOVERNOR TRAINING	
	Monitoring visit training had taken place. Online Safeguarding training was available via Modern Governor (via GovernorHub) and CPD online.	
10	CHAIR'S ACTION/CORRESPONDENCE	
	Very little correspondence had been received. The GB preferred not to use Chair's Actions.	
11	ANY OTHER URGENT BUSINESS CRITICAL DECISIONS	
	Matters discussed were deemed to be confidential and annexed in the confidential minutes.	
12	CONFIDENTIALITY	
	Discussions within item 11 were deemed confidential and annexed within the confidential minutes.	
13	DATE OF NEXT MEETING	
	FGB Dates: Term 6 – 13 July	

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	Focus Days Term 6 – 29 June	
14	IMPACT OF MEETING	
	This was not discussed.	

Meeting finished: 3:30 pm

Signed as a true record by: Date:
Mr T Butler - Chair of Governors

Number	Action Summary	Who
1	Governors to each consider and advise whether they would like to become Chair of Governors.	All

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