

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 9th July 2020 at 5.30 p.m via Zoom

Present: Mrs J Cook (Chair), Mrs R Burt, Mr B Legrove, Cllr T Smith, Mr J Arrowsmith,

In attendance: Miss J Davenport (Headteacher), Mrs R Curtis (Clerk)

No	Agenda item	By date	By whom
1	Apologies Mrs L Morley (prior meeting), Mrs C Anderson (family matter), Cllr E Nockolds (prior meeting), belated apologies from Mr J Ring		
2	Notification of any Other Urgent Business Finance update for processing of BACS payments. Update on a child's health issue.		
3	Declarations of Interest for the Meeting None		
4	Membership of the Governing Body The membership term of Cllr T Smith had expired, he is happy to continue his role as Governor – Mrs Cook proposed he is re co-opted and this was seconded by Mr Legrove and unanimously agreed by all.		
5	Approval of the Minutes of the meetings held; 12 th December 2019, 26 th Feb 2020, 26 th March 2020, 21 st May 2020, 8 th June 2020 After confirming that all points from previous minutes had been actioned Mrs Cook proposed acceptance of these minutes, this was seconded by Cllr Smith and unanimously agreed by those present at the meeting.		
6	Matters Arising Governors had not been able to attend any training due to the lockdown, however it was noted that there are several online courses on offer.		
7	Governing Body/Committees Sub committees have not met since the Spring term.		
8	Headteachers Report Governors had read the Headteachers report and the following matters were discussed; <ul style="list-style-type: none"> · There was an incident today of a child whose temperature read 38.9. The School put into practice its procedure for isolating the child and contacting parents. Now awaiting the results of the Covid 19 test. The 		

<p>child had not been at school the day before and had minimum contact with others as the temperature reading was detected before entering the classroom.</p> <ul style="list-style-type: none"> · A parent wanted the Governors to be made aware she was unhappy that pupil places were not opened up to Year 1 children. Governors stand by their decision to provide places for the numbers of children which were physically possible on the site working to the risk assessment document. · Pupil Premium – meal vouchers for use in the summer holidays have been ordered for eligible children. · Governors considered 2 staffing proposals for the Autumn term. There will be no change in responsibilities for staff in terms of class and year groups. Proposal one allows for staff to move between classes and the second is based on staff staying in class bubbles. Consideration for the second proposal should allow for how confident and comfortable some TA's would be having whole class responsibility for some of the time. The County Council have revised guidance which comes out next week which could impact upon planned return in September, Governors felt it would be a good idea to have a meeting 16th July to discuss this once the Headteacher has reviewed it and spoken to staff. · NCC have said that schools are legally obliged to offer Reception years a full time place for September. The transition arrangements initially proposed would mean children were not back into classes full time until mid October, factors considered were many children not being in a Pre-school setting since March with teachers being unable to make visits. Governors felt this was too long a period and the following was agreed; <ul style="list-style-type: none"> - Wednesday 16th Sept – offer Zoom meetings with Reception parents and children in their colour groups. - Week commencing 21st Sept – children visit school within their colour groups. - Week commencing 28th Sept – stagger intake of children to classes full time. · There will be a one way system in operation where parents and children enter via the normal gate, there will be drop off points at the external doors to each classroom and parents will continue round and exit via the pedestrian gate next to the vehicular gate in the front car park. There is minimal cost for this as any partitioning will be done with orange mesh fencing and posts. · The staggered times for school to finish were discussed, it is thought that the Junior school will be staggering their start and finish times also, so to enable any parents time to get from the Infant to Junior school for siblings the following was agreed; <ul style="list-style-type: none"> Year R – 2.50pm Year 1 – 3.00pm Year 2 – 3.10pm · Parents who have children in more than one year group would be able to speak to the Head teacher about picking up arrangements and these would be dealt with on a case by case basis. · One adult to collect a child will be encouraged and at the end of the day younger siblings will not be allowed to play on the equipment on the field. · Two mobile sink units for hand washing have been ordered – one for the back playground and one for the Reception outside area – each unit cost £800 and the cost of this will be included on the Covid Claim, which schools can submit to be reimbursed for any additional expenditure due to coronavirus measures. 	
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	<ul style="list-style-type: none"> · BACS payments can now be processed starting in September, all payments will be authorised by 2 people as per the cheque signing procedures. 		
9	<p>Subject Leaders Reports</p> <p>Governors were happy with the content of the Subject Leaders Reports, the main issue moving forward is how the curriculum will look in September. Mrs Burt said there will be lessons to recap on the end of summer term learning, and children who may need intervention will be identified. Teachers recognise that children will have been used to 1 to 1 attention from parents during home learning and this will not be possible with staff in the classroom, therefore focus will be on independence.</p>		
10	<p>2019/2020 Budget Plan / Revision 1</p> <p>Governors reviewed the budget revision and highlighted the following;</p> <ul style="list-style-type: none"> · Two supply staff have qualified for furlough, additional support staff have been added to the budget for SEN children coming into Reception. · Increase in cleaning materials is required. · Budget revision 2 will be the main revision of the year as when this is done in November, there will be a clearer picture of finances. <p>Mr Legrove proposed acceptance of Revision 1, this was seconded by Cllr Smith and unanimously agreed.</p>		
11	<p>School Policy Review</p> <p>The following policies were reviewed;</p> <ul style="list-style-type: none"> · Charging and Remissions Policy · Finance Policy · Bad Debt Policy <p>These were proposed for acceptance by Mrs Cook and seconded by Mr Arrowsmith and unanimously approved.</p>		
12	<p>Governor Training</p> <p>Governors have not attended any training.</p>		
13	<p>Dates/Times of future meetings</p> <p>16th July 2020 – 5.30pm 24th September 2020 – 5.30pm</p>		
14	<p>Any Other Urgent Business</p> <p>None</p>		
15	<p>Confidentiality of Proceedings</p> <p>The Chair reminded everyone that any discussions taking place at this meeting remain confidential.</p>		

The meeting closed at 7.35 p.m.