

**Burton C of E Primary**  
**Minutes of FGB Meeting**  
**Held as an online Zoom meeting due to COVID 19**  
**27<sup>th</sup> May 2020**  
**5pm**

**Governors present:**

Alison Timmngs AT  
 Adrian Ryder AR  
 Di Wilkinson DWi  
 Amanda Hibbert AH  
 Patrick Mann PM  
 Nigel Lacey NL

Danielle Jeffries DJ  
 Michael Ponchaud MP arr at 5.17 pm  
 Erica Johnstone EJ  
 Melanie Browning MB

In attendance:

Alison Roberts AR

| Item Number | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Action                                          |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 1           | <b><u>Apologies</u></b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                 |
| 2           | <b><u>Business and Pecuniary Interests</u></b><br>No change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                 |
| 3           | <b><u>Minutes &amp; Matters Arising</u></b><br>Crib sheets for governor learning walks to take a back seat due to the current school situation.<br>'Cloud' link to be set up for governors to access documents.<br>All governors have received previous minutes and agreed, minutes will be signed at a later date.                                                                                                                                                                                                                                                                                                                                                                                                                                   | Crib sheets<br><br>EB to contact IT to arrange. |
| 4           | <b><u>Budget</u></b><br>The finance committee agreed the budget scenario that was put forward this allowed for Senco support role, increase in staff costs, teachers and support staff , SLA's.<br>AT went on to explain that staff absence insurance (approx. £17500) hasn't been renewed this year, money will be put aside and drawn on when needed as a virement which would need to be agreed by governors.<br>A governor asked will it show up as a header specifically, and will we be penalised for having extra money?<br>AT replied that it would have its own header and would not be clawed back at the end of year.<br>Education visits will include a buffer for each child to help/support trips and visits.<br>The budget was agreed. |                                                 |

**Status Update**

AT updated governors with the current situation in school. School was closed for half term, The Grange and Twynham are helping with childcare for a couple of KW children. AT went on to say looking forward to the following week the plan and risk assessment has been sent to governors, and has been agreed by the LA for a phased return for year R, 1 and 6.

AT went on to say the KW children have been put into 'bubbles' in their year groups, the largest group being 14, these children will not be in every day, the size of the group could vary daily. The groups are spread across the school with 3 adults being allocated per bubble, this allows for breaks and lunch and will allow one day to deal with online and planning, if the demand for KW children increases all staff in the 'bubbles' will be required to come in each day.

Reception are due to start back the wc 01/06, however after receiving late government guidance, AT asked governors if we could delay opening up to year R to give school a week to settle the additional KW children back and prepare, she felt there were still things that needed doing and the extra week would allow staff to adjust to the new way of working, and allow extra time to ensure signage is correct.

A governor asked whether there would be entry and exit for parent's through Salisbury Road?

AT replied that this particular entrance is too narrow so there will be no entrance this way. The guidance states there should be no parents on the school site, however this can't work due to the layout of the school, we have decided to use the main school entrance from Campbell Road and follow a one way system with 2 metre markers on the floor where there are potential 'bottlenecks'. Year R and 1 have a fenced area for parents to socially distance behind, year 2 have the flowerbed section, 3 and 4 have the fence and year 5 and 6 have the steps and railings. KW children will be dropped off and picked up at normal school times, year R will have a 9.30am start and year 1 will be somewhere in between to reduce the amount of crossover for parents. AT went on to say at this point we may not have capacity for year 6.

A governor asked whether the local residents have been updated with the schools plans?

AT replied she would write to them when back in school next week to keep up good relations with them.

A governor asked whether we have taken into consideration the number of children that will be mixing with adults?

AT replied that adults will stay in the same 'bubble' with the same children all the time.

A governor asked if we could discuss the timing of year R coming back and felt that the w/c 1/6 was too soon and needs to be pushed back to establish the KW groups. They went on to say they felt the school needs to see how KW children settle in with the new system before bringing additional children.

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|   | <p>AT replied that she would like parents and staff to feel confident and the letter that has gone out to parents says possibly 1<sup>st</sup> June but not officially. AT went on to say with the backing of governors she would like to write to reception parents to let them know we are not quite ready for them and would like to put the date back by a week.</p> <p>A governor commented they felt we shouldn't set a date, there could possibly be a 'spike' in the virus and could all change again. They went on to say as governors we need to consider staff and ensure they are confident with the systems in place and we should look at the situation after the first week of the new systems for the KW children.</p> <p>A governor asked if it has to be Year R returning first?</p> <p>AT replied that she looked at year 6 initially however the guidance clearly states Y R and Y 1 .</p> <p>Governors were all in agreement to delay the starting back date for YR.</p> <p>A governor commented on how clear the Risk Assessment was.</p>                                                                                                                                                   |  |
| 6 | <p><b><u>School plan for phased return of year groups.</u></b></p> <p>Covered in section 6.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 7 | <p><b><u>Safeguarding</u></b></p> <p>A safeguarding Addendum has been updated and sent to governors, this will also go on the school website, the risk assessment for specific children has not been sent to governors due to confidentiality.</p> <p>MASH are now operating a 'one front door' approach, same place for all issues – safeguarding and early help.</p> <p>BCP are running remote sessions for DSL's and online training is still available. CPOMS is being used for reporting any issues, staff are being vigilant in keeping in touch with families if they haven't heard from them or they aren't engaging in any work.</p> <p>JP and BJ are keeping in touch with vulnerable, EHCP and children with a social worker and are carrying out weekly phonecalls.</p> <p>A governor asked if any children have gone off the 'radar'?</p> <p>AT replied that some children are not engaging with the online learning , these children are being contacted by staff in a supportive way . Some families that are a concern have had various things dropped to their homes by staff (food parcels, books) as a useful way of checking in with them. CPOMs has been a useful way of recording this.</p> |  |
| 8 | <p><b><u>Policies</u></b></p> <p>Policies were reviewed at FBEP and agreed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |

**AOB**

The last 3 dates for CPPC (29<sup>th</sup> June), FBEP (6<sup>th</sup> July) and FGB (13<sup>th</sup> July) were confirmed they will continue and will be held via Zoom.

A governor asked if AT is looking at what alternative options could be viable for Sept.

AT replied the difficulty in planning is having 6 key worker groups and a minimum of 12 adults, if all children were to come back in every year group we would have to operate as we did before we closed. The only other option is for children to come back on a part time basis. The Key worker group will always be the priority.

A governor asked what is the plan for the year 6 in terms of transition?

AT replied if we have capacity we will have the year 6 children back in before we break up, ideally in the groups they will be moving to secondary school in and this may not be full time. AK and KS are talking with secondary schools.

A governor asked in terms of staff mental health do we have enough in place to support them returning to school?

A staff governor replied they felt very supported by AT and AR and the school is very unified and staff are supportive of each other, she went on to say she felt privileged to have the two Alison's leading the school.

AT said the pastoral support worker provides mental health updates for staff .

Meeting ended at 6.15 pm

Signed.....

Date.....