



Lanesend Primary School Full Governing Board Meeting

Urgent Business Only

Wednesday 22nd April 2020, 6.30pm

Virtual via 'GoToMeeting'

Present online:

Trustees: Karen Herbert-Duff (KHD) Chair, Jo Hunter (JLH) Vice-Chair, Steve Dixon (SD), Andrea Flux (AF), James Hall (JHa), Tara Hopkinson (TH), Sam Newson (SN), Emma Norton (EN), Caroline Sice (CS) Headteacher

New Trustee: Ian Carrington (IC), Co-opted under Item 5.

In attendance: Dave Cooper (DC) Deputy Headteacher, Carrie Almond (CA) Finance Manager

Clerk: Margaret Henshaw (MJH)

1.	<p>Welcome, apologies, quorum KHD welcomed everyone to the meeting. Due to the National Emergency and lockdown restrictions caused by the spread of Corona Virus Covid-19, the meeting could not take place face-to-face so the Trustees used the platform 'GoToMeeting'. There were no apologies. The meeting achieved the minimum number of Trustees to be considered quorate (5) and remained above this number for the duration of the meeting.</p>
2.	<p>Declarations of any other urgent business None</p>
3.	<p>Declarations of Pecuniary or Personal Interest KHD: sister and brother-in-law are employed in other IW schools CS: employed at the school with a daughter, and a niece also employed at Lanesend AF: employed at the school with a daughter also employed at Lanesend TH: employed at the school SN: employed at another IW school, relatives employed at Lanesend CA: employed at the school DC: employed at the school, partner also employed at the school</p>
4.	<p>Minutes of FGB 30/1/2020 Agreed as a true record. Proposed by SD, seconded by JLH, all agreed. To sign when possible, to file and upload – AP1</p>
5.	<p>Trustee Membership It was agreed to extend the term of office for TH (due to end 16/5/2020) until face-to face discussion can take place – AP2 It was agreed to Co-opt IC as a Trustee, period of office to start 22/4/2020. Proposed by KHD, seconded by JHa, all agreed – AP3 To check paperwork for LA with a view, if all paperwork completed, to Co-opt at the next FGB – AP4</p>
6.	<p>Budget, Business Continuity, Classes and Staffing for 2020/2021 – CS and CA A paper had been circulated by email prior to the meeting. A potential twenty classes have been budgeted for with various organisational options including mixing year groups or having more classes in the mornings and fewer in the afternoons. Staffing requirements come within the budget without calling on reserved funds. CS reported that since this structure was drafted significant staff changes for September 2020 have arisen with DC and SC both leaving and moving to Sheffield in the summer. First thoughts are to have a structure with three Assistant Headteachers for one academic year; one (NN) currently in post and the other two as temporary promotions within the current staff. It would be difficult to</p>

	<p>appoint a Deputy Headteacher at the moment and this would give an opportunity to trial the structure. Adverts will be internal with an application letter and interview.</p> <p>A Trustee asked if other staff were aware of the resignations. CS replied yes.</p> <p>A Trustee clarified it was from September 2020. CS replied yes.</p> <p>CS explained she would be circulating a Survey Monkey to parents re the class options which would provide very useful feedback, and contribute to final decision-making.</p> <p>A Trustee recognised it was not ideal to combine year groups but with budget constraints it could be a good option.</p> <p>A Trustee asked about Reception 2020 numbers, were they final? TH and CS explained that there was capacity within the numbers to absorb any administrative errors.</p> <p>CA explained the budget will need to be redrafted to take the proposed staff changes into account. The plan is to have a slight surplus with no depletion of reserves. Some amounts are still unconfirmed but she works with informed assumptions.</p> <p>CS said there was currently £119K (one hundred and nineteen thousand pounds) in reserves. It is important to show sustainability with annual budgeting which does not call on reserves. In Academies reserves are for planned projects or emergencies as they cannot call on the LA for these.</p> <p>A Trustee asked how much should be in the <u>main</u> account at any one time. CA replied the advice from the Auditor was to keep a minimum amount of £100K (one hundred thousand pounds) in the main account.</p> <p>CS said due to the National Emergency and the strain on all systems many of the normal school returns to the DfE and EFSA have been cancelled. The EFSA Audit has also been postponed. CS stated that all school staff remain on full pay.</p> <p>'The Trust Governor' package is not being renewed so the school has purchased the extended Hampshire GovernorHub package. Trustees to ensure they log on to the system, MJH will send email invitation reminders to those who have not – AP5</p>
<p>7.</p>	<p>Care for Vulnerable, EHCP and Key Worker Pupils, and provision of Free School Meals A paper had been circulated by email prior to the meeting. The school has approximately 30-35 children attending each day from EHCP, vulnerable and Key Worker families. A few children attend from Pre-school (who provide a member of staff). Staff work on a rota. About 100 (one hundred) hampers are provided weekly for FSM pupils – there will be no significant impact on budget for providing these.</p>
<p>8.</p>	<p>Safeguarding A paper had been circulated by email prior to the meeting. No changes are needed to the current Safeguarding Policy as the school has six Designated Safeguarding Leads (DSLs) so at least one is always available. The DHT (DC) and the AHT (NN) share the week in school. The staff rota always includes 'spare' staff in school to cover for unexpected eventualities. Arrangements remain unaltered for raising concerns. Increased vulnerability and risk to staff is taken into account with children in school split into key stages and spread over larger spaces etc. There is an increased focus on social distancing and good hygiene. Some staff are shielding or self-isolating so are not in school. All pupils are regularly reminded of internet safety. The school sends an attendance return to the LA weekly, and the DfE daily. The Family Team contact vulnerable families regularly and teachers call all families weekly.</p> <p>A Trustee asked how staff morale was. Both CS and DC reported that staff look forward to coming into school. There have been challenges with the increased use of IT and emails and the new way of working can be irksome but morale was generally positive.</p>
<p>9.</p>	<p>Impact of Closure on Attainment/SATs</p>

	<p>A paper had been circulated by email prior to the meeting. SATs etc have been cancelled this year. Predicted results may be used to make comparisons. TH reported that teachers are monitoring engagement with tasks set for home and noting current learning.</p>
10.	<p>Support for Parents and Home Learning</p> <p>A paper had been circulated by email prior to the meeting. The school sends learning ideas home daily, use varies between those who would like more and those who find it overwhelming. There has been some IT frustration relating to weak signal and filter problems.</p> <p>Parent Trustees noted good interaction at home with teachers. CS said lessons commissioned by the DfE come online this week. There was a general discussion about the issues that may occur when the school reopens. No date has been set by the government yet. Social distancing rules are likely to remain in place for some time so numbers of pupils in school at one time may need to be limited.</p> <p>A Trustee asked, if the school was asked to open after May half term, would the five planned Development Days (1st – 5th June) still be taken.</p> <p>CS said she would look into this as staff had already worked the hours so there may be pay or legal issues to address – AP6</p>
11.	<p>Issues relating to the use of the building and remote working</p> <p>A paper had been circulated by email prior to the meeting. The school has been deep cleaned and unused areas locked down. Site staff are undertaking out door tasks. The amount of 'traffic' on email and Dojo can be overwhelming with many suggestions for online learning that need checking through. Staff are managing well and showing patience.</p>
12.	<p>Members' Letter Response</p> <p>All Trustees received a copy of a letter from Eric Hemming (Chair of Members) following the Members' Meeting on 26th March 2020. There is now a clear separation between Members and Trustees. KHD will send a response – AP7</p>
13.	<p>AOUB</p> <p>Trustees voiced their sadness at the news DC and SC would be leaving at the end of term.</p>
14.	<p>Date and Time of next Meeting</p> <p>It was agreed that the next FGB meeting will take place via 'GoToMeeting' on Wednesday 20th May 2020 from 6.30 – 8.30pm.</p> <p>MJH will send an invitation and any accompanying papers prior to the meeting.</p>
	Meeting closed at 8.00pm

Actions

<u>Action Point</u>	<u>Minute Reference</u>	<u>Action</u>	<u>Who</u>	<u>When/By</u>
1	4	To file agreed Minutes of 30/1/2020 and to arrange for them to be uploaded to the website	MJH	20/5/2020
2	5	Extend term of office for TH	MJH	16/5/2020
3	5	Add IC to Trustees, GIAS etc	MJH	20/5/2020
4	5	Check LA's paperwork prior to next FGB	CA/MJH	20/5/2020
5	6	Check all Trustees are registered with Hampshire GovernorHub and re-invite where necessary	MJH	20/5/2020
6	10	Check June Development Days	CS	20/5/2020
7	12	Respond to Members' letter	KHD	20/5/2020