

Park House Primary School
Minutes from
Full Governors meeting 2nd July 2020

Present:

- S Kavanagh, A Harris, M Dore, P Nicholson, Z Thorpe, R Shepherd, R Coulson, R Allen, M Stanhope, D Faulkner, C Chambers, F Boot (attended at the end of the meeting)

Clerk: J Swift

FG.06.20.01: Apologies/Vacancies

- F Boot (illness), C Whelpton (work)
- The Head and the Clerk reminded the Governing Body that there was a vacancy for a Co-opted Governor. The Head reported that ideally this should be someone outside of the school community.
- The Governing Body agreed for the Clerk to approach local companies to see if any interest could be made through them.
- The Head thought that the Governor support services may also be able to help in the recruitment
- When the Head sent the reply to the Parish Council over the parking concerns, the Head asked them to see if anyone would be interested in the post.
- The Clerk asked for nominations for the posts of Chair and Vice-Chair in readiness for voting in September. During the meeting M Dore and P Nicholson were nominated by other Governors. If anyone else would like to be voted for please put your name forward before the start of the next meeting (17th September).

The date of this meeting has been moved due to Covid 19 and with permission from the Governing Body of the school as there were a number of guidelines coming through from the Local Authority and the Government that needed to be discussed as a group.

Due to the coronavirus (Covid-19) the meeting was conducted through Governor Hub in a series of question and answer type approach. A lot of the minutes has been put together using the transcripts.

FG.06.20.02: Minutes of Previous Meeting and Matters arising

- **April 2020** - The minutes were agreed as a true record and signed.

FG.06.20.03: Declaring an Interest

- F Boot

FG.06.20.04: Policies

- Behaviour Policy
- Acceptable Use IT Policy
- Bereavement Policy
- Data Protection Policy
- Lettings
- Sex and Relationships Health

I have attached a number of policies, and additional ones have cropped up since setting the agenda.

1. SRE - Sex and Relationship Health Education policy - In September 2020 new statutory duties for delivering SRE were due to be introduced. A key aspect involved consultation between, staff, parents and Governors; however, this is not allowed to be delivered virtually/remotely. Therefore, the Government have agreed to delay implementation to allow schools to consult appropriately when lock down relaxes. Schools should still be working towards the Summer term 2021 for implementation. To support this we have bought into a scheme of work called Jigsaw, (£1900) which provides planning and resources with strong emphasis on emotional literacy, building resilience and nurturing mental and physical health. This will be key in September for pupils returning to school. The scheme of work we hope will equip school to deliver engaging and relevant PSHE within a whole-school approach. Jigsaw lessons also include mindfulness allowing children to advance their emotional awareness, concentration and focus. Each half term block is split into two objectives; one is PSHE based and the other covers age appropriate sex and relationship health. The SRE aspect helps to support safeguarding with pupils being taught correct biological terminology. The delivery of SRE will require further discussion in the new academic year alongside how Governors and staff engage parents into the consultation process.

(The SRE policy has come from a mix of reviewing our old policy, latest government guidance and the PSHE association - Miss Bailey attended online training/webinar and has used this information to support writing it. She has also cross referenced it from the 'School Bus' which is a subscription site to support policy writing - they have model policies/risk assessments and keep up to date with latest guidance/legislation).

2. Behaviour and antibullying policy - at a previous FGB it was agreed that the behaviour policy would be reviewed to ensure exclusion information is clearly included and also that additional information would be put on the school website to ensure parents can find information easily about their rights and links to where to find out more.
3. Data protection policy and privacy statements - We need an updated data protection policy which includes GDPR. School is currently data mapping the different uses of data across the school. I am attending fortnightly GDPR webinars to ensure we are starting to cover all the necessary aspects. We will need to hold some governor training in the next academic year. Both the policy and privacy notices will need to be displayed on our website. There is one section on the policy that needs additional information about who/how technical equipment are wiped and removed. If Governors agree this policy in principle, the additional detail will be added before being published on the website. (The data protection policy has come from a model one from John Walker our Data Protection Officer)
4. Acceptable use of ICT policy - this was due for review and has been updated in line with GDPR.

(The acceptable use of IT & Lettings policy come from the School Bus model policies).

5. Bereavement policy - this policy is based on a template policy written by Winston's Wish, a bereavement charity. It will be supported with documents issued by DCC Educational Psychology team.

(The bereavement policy is based on a model policy from Winston's Wish).

6. Lettings policy - we have decided that to run the sports camp in the summer it is best to do so as a lettings rather than a sports contract with school. We have created this lettings agreement and are charging £60 per day to cover the costs of cleaning and caretaking

The Governing Body agreed the policies.

- **S Kavanagh** - The LA have made some minor adjustments to the Risk Assessment today, I will upload the latest version to the documents section. The changes are just to some of the wording, but the actions remain the same. Governors agreed after reading the changes.

FG.06.20.05 : Finance Report

➤ The Head reported the following :

Currently the budget is looking positive. We had an underspend based on predictions for the end of the financial year due to school closure.

We have over spent on predicted support staff supply, this is due to additional TA hours to support SEND pupils and the long term sickness for a member of the admin team, this has now been referred to Occupational Health. The over spend is also due to the requirement to honour the pay for staff who would have worked hours which then were not required due to Covid-19 e.g. those who were providing wraparound care but were prevented from doing so as they were needed with a different group. We have budgeted for a 60% refund from our staff insurance premium. In case we don't receive this amount we have put £5000 to one side as a contingency. If this is not required it should move across to the following year as a carry forward. This is reflected in slight decline in amount of the predicted carry forward for 2021/22.

Mrs Ellis and Mrs Harris have worked hard to secure additional SEND funding and this offsets some of the overspend.

Refunds for the residential trips have now been sorted and accounted for, we needed to withdraw £7000 back from the budget into school funds in order to produce cheques for parents. This took a significant period of time to sort due to GDPR complications.

Pay progression - within the budget we have accounted for a teacher to move from M2 to M3, an upper pay threshold teacher to move from UPS2 to UPS3 and for the head to move from L13 to L14 from September. All other staff are at the top of their relevant scales.

We have had to pause performance management for staff due to Covid-19, however all the teachers were on track to meet their targets at the point school closed. We need to organise for a review for the headteachers performance management in the Autumn term. The Government and Unions have said that Covid-19 should not mean that staff members should find themselves in a detrimental position with regards to pay progression, this means that performance management is paused but pay progression should not be.

Are governors in agreement for the two teachers to have their pay progression from September and the headteacher wait until their performance management has been reviewed (pay progression can then be back dated if agreed)?

** Business/personal interest item**

Wraparound provision - we have budgeted for the income generation of £19500 to cover the cost of the breakfast and afterschool club next academic year. We started to charge again from the 1st of June and saw a slight decline in uptake from families from when it was free (this was anticipated). We still don't have guidance from the Government or DCC on how we can run school based wraparound care. I have asked DCC to come back to me regarding this as when schools have all classes back in September, we may not be able to have pupils attending the clubs from different Year group/class bubbles. Currently, we have pupils attending from all year groups. This is also not an exceptional cost that the Government would cover (at present).

All costs that can be claimed from the Government for the Covid-19 such as additional cleaning etc. can only be claimed if you have a deficit budget or as I believe if you would increase your surplus (carry forward) budget. Andy Walker, our finance patch officer has suggested we claim anyway in the hopes we may recoup some costs.

P Nicholson asked - On the finance report, the balance at the end of 19/20 is only £2/£3k from where it was last predicted to be, 21 - 24 balances are at the moment close to predictions at the March reports,, one question, at what point does the UIFSM money get recognised?, it's in 19/20 but not the 20/21 figures.

S Kavanagh replied - UIFSM and FSM are usually picked up at the October census. UIFSM will be based on the number of infant pupils on roll and then by the number taken up.

P Nicholson asked - Pay progression,,,, Teachers pay for 20/21 doesn't seem to change that much, do M2/M3, UPS2/UPS3, L13/L14 represent significant uplifts and why are they having the increases,, do these moves take the teachers concerned to the top of their scales?, is the "head" increase driven by the performance appraisal?

S Kavanagh replied - Attached to the Governors paperwork is a PDF of teachers pay scales and the leadership pay scales so you can see what these look like. The statutory provisions governing pay progression for teachers in local authority maintained schools are set out in the School Teachers' Pay & Conditions Document (STPCD). Let me know if you would like to see a copy of this document. All pay progression is related to performance. Every school governing body must have a written pay policy which sets out the criteria and standards for pay progression. The pay policy and the criteria and standards for progression are determined by the governing body but must be consistent with the STPCD's provisions. We adopted the DCC pay policy last year as this helps us to be in line with all the other DCC schools

and these have been union approved. Governing bodies and head teachers of local authority maintained schools are required by law to comply with the STPCD's provisions. Until about 5 years ago, moving up the pay scales was automatic and was 'expected', it was based on number of years served. This has now moved to performance management pay progression. Teacher's **main scale is M1-M6**

Teachers can apply to move across the pay threshold to **UPS1-UPS3 (this can be at any point)**. These have additional responsibilities for wider impact across the school such as coordinating a subject across the whole school. This is accountable through performance management on their performance. Three of our staff receive **TLRs which are teaching and learning management points**. This is a set point agreed by Governors and is paid additionally to the scale point a teacher is on. The main difference is the level of accountability, this is performance management based. However, this is accountable on school performance not just the individual. This has recently been highlighted by unions as a concern during the introduction of the last Ofsted inspection framework. Staff on the leadership scale such as Deputy Headteachers and Headteachers have different terms and conditions and level of responsibility and accountability. A deputy headteacher should be at least 2 scale points lower than the headteacher due to the level of accountability. The leadership scale includes different ranges and this is agreed between DCC and Governors. These ranges are based on school size. If a member of staff has received successful performance management but does not secure pay progression then Unions would normally get involved. If a member of staff does not meet their performance management targets and is unsuccessful then the Governors could with-hold pay progression. However, they would also need to be following capability procedures to support this decision. The only member of staff who reaches the top of their pay scale is the one moving from UPS2 to UPS3. Both the main scale teacher and headteacher are near the bottom of their pay scale. We would usually discuss pay progression before 31st October for teachers and then once agreed, back date pay to September. But under the current circumstances I thought it would be best to cover this now for teachers. As my performance management hasn't been undertaken yet, I am happy for the discussion to wait until this is completed with the performance management panel and Carolyn. I hope that helps to answer your question.

M Stanhope replied -Would be happy for the two teachers to have their pay progression.

Personally I feel you deserve your pay progression this year, especially with the way you have handled this crisis. From a parents perspective we have been very happy with the level of communication, the interaction of staff and the level of work provided throughout the lockdown.

I think all 3 are awarded or all 3 go through the same PM protocol. Just to confirm all the other remaining staff are on UPS3 so are not expecting any increase?

A Harris replied - *I agree with Mark. You should receive your pay progression this year.*

S Kavanagh replied - Yes all other staff are already at the top of their scale.

S Kavanagh - we have finally had confirmation that sports premium will continue this next financial year. Whether it will continue the following year is uncertain. I know I have brought this up previously but I would like to charge families for accessing the sports clubs after school from September. We find that pupils adhoc turn up or don't really want to be there which prevents others attending. The admin time it takes to sort the bookings isn't included in any of the coaching charges. The costs to school are £35 per club for 16 pupils. If we charged £2 per child per club per week for the half term, it wouldn't cover the costs but it would enable us to offer a sports coach some lunchtimes to enhance the lunchtime provision. Most schools do charge for clubs and I think it would prevent those signing up but not always taking up the places each week doing so.

For those pupils where cost is a concern, if they are pupil premium or in receipt of FSM, we could then offer free places.

I also don't feel that if a pupil is selected to be on the football/netball team they should be charged but we could run training as part of the lunch time provision.

F Boot - I agree that a fee should be charged but to all children regardless as to whether they get selected for a team. As some parents and children, may see their child doesn't get selected and that those of selected children don't have to pay either, may be seen as favouritism or a double whammy. Maybe, the 'being selected' is enough, as I imagine most parents will be happy to pay if their child loves the sport.

The Governing Body agreed that all children will be charged with the exception to those receiving FSM/pupil premium.

DfE exceptional circumstances funding - application by 21st July.

Following a discussion with Andy, our finance patch officer, he has recommended we claim for additional funding for the Summer Term. He feels the difference between our closing budget in April and the proposed surplus in April 2021 is negligible and we should submit a claim. Schools with a surplus budget are not eligible, however Andy felt all it would take would be a staff member to leave and replacement be at an additional cost and we would then be out of pocket.

I have claimed for £1350.

- £1000 for the PPE (extra soap, gloves, hand sanitiser, masks & shields)
- £250 for supply costs over Easter/Half Term
- £100 for the extra costs of utilities.

As I have been fortunate to arrange for additional cleaning at no additional cost to school, we are unable to claim for this.

We may need to look at how cleaning is undertaken during the day, from September, Andy thought there may be another chance to request funding after the Autumn Term. In which case we might be able to claim back costs at this point.

FG.06.20.06: Head Teachers Report

School Development Plan priorities (SDP) are: 1. To improve pupils reading and comprehension skills to be inline or above national at KS2.2. To improve pupils end of key stage attainment at KS1 in maths.3. To improve learning behaviours and growth mindset.4. To improve middle leaders assessment knowledge and use of data for their subjects areas.5. To ensure the curriculum intent and impact is clearly understood and articulated by all staff.

1. At the last FGB we reported that KS2 reading levels were improving and we anticipated would have achieved higher than the previous year. However, with phonics and early reading still being a key aspect, we will continue this priority next year. We will monitor and ensure actions identified during the reading monitoring visit are addressed and that the good work continues. We have sorted our current reading books into phonic phases and broken them further into weeks to be taught. We have gaps for some sounds and are looking at different reading schemes where we can fill these gaps.
2. As the SATs were cancelled, we have considered the teacher assessment prior to school closing. There was improvement by the end of the spring term on the previous year, however when combined with actions identified in the maths monitoring visit, we still have some way to go to improve in this area.
3. Learning behaviours and growth mindset will form part of our plan which the Government are calling a 'recovery curriculum'. This will be key in supporting pupils and their families with the return to school.
4. Middle leaders have already started to understand the importance of using the assessment teachers do to help triangulate with book scrutiny and observation to ensure that progress is being made. Although this target won't be continuing as such, we will be continuing through other priorities within the development plan.
5. Curriculum planning is still going to a priority but will be extended to look at and cover additional support for those where the gaps has widened. We are awaiting the government to provide further information on what and how they wish this to happen.

* The Clerk (in the Heads report sent out to Governors) noted that the kitchen buildings work which has been completed was in relation to the hot trolleys and the moving of plug will happen when the electrician's can work socially distanced

A summary of September reopening is this:

- All classes return - we are grouping some classes to make 'bubbles' where we will restrict movement of staff across these 'bubbles'
- We are creating three staggered start and drop off times, this is so parents aren't left waiting for long periods of time. To enable parents with more than one child attending the school we have grouped the time slots in alphabetical order on surname. **(child minders should come for the middle 8.50am/3.30pm slot and can resume bringing pupils from multiple families)**
- School will reopen on the Wednesday's as we will have all (mostly) staff back now that shielding restrictions have been reduced.
- We are asking for school uniform to be worn to help build a sense of normality for pupils, however we are asking for the first half term, pupils to wear leggings/trousers/shorts in black to enable PE to go ahead without the need to get changed. This will be reviewed before half term.
- School dinners will be from the 'hot to go' menu, and these we will initially trial being served in classroom door ways from a hot trolley on flight trays. Depending on how this goes initially we may have to revert to the use of takeaway packaging. Catering have had to increase school dinner costs by 10p per day from September.
- Classes will have set entry doors to gain access to the building and we will utilise the external doors for Reception and the year 2 classroom (this will become the new year 1 classroom).
- We will extend the time frame for registers closing until 9.15am to enable all pupils to be in school. Teachers will plan an independent task to be completed whilst we wait for all pupils to enter school and wash their hands.
- Our contingency plan for if/when we have another lock down is to use a different platform, clasdojo is free and looks like it will meet the needs for this alongside some pre-recorded lessons, lessons from Oak Academy and white rose maths. I have applied for training for staff to deliver pre-recorded lessons.
- Assemblies/whole school events won't be happening as they were before. Each class will hold two assemblies and one virtual achievement assembly each week.
- Playtimes and lunchtimes will be staggered and pupils will be restricted to set areas.
- afterschool sports clubs can resume outside and socially distanced.

Wraparound breakfast and afterschool club will run in the hall and each 'bubble' will be separated up within the hall.

F Boot - you have managed this so, so well. Thank you and well done to everyone, especially the children, such resilient little people. Would you like me to pass the information in regards to those collecting and dropping off children with different surnames to the other child minders and stepping stones?

S Kavanagh - Yes please, thank you.

C Chambers - Well done Steph yet again very good organisation as always. Thank you

S Kavanagh - Can I ask parent governors how you feel about the staggered start times based on alphabet surname order?

R Allen - I was wondering how it would work trying to drop two kids off in different classes as I had assumed that the stagger would be based on classes. This seems like a much better solution. Although I will have to get up earlier, as being an 'A' I assume we'll be first!

A Harris - Well done Steph. A lot of hard work has gone into this and the planning for September.

The staggered arrivals based on surname will work better, as children will arrive and be able to sort themselves, wash hands etc without others trying to get in the room at the same time. Children can work on individual tasks until all the class are in and whole class teaching can begin then.

On another note, we have held sports/picnic for years 3/4 now and a sports and cake session for Rec/Year 1. These appear to have been well received and the pupils seemed happy.

- The Head reported that the school would be open for 5 weeks during the summer break for Premier Sports to run classes. The relief caretaker would open and close the school.
- The Governors agreed that the 2 inset days planned for July should stay as agreed as the staff have all worked above and beyond in these difficult times.

F Boot - Do you have arrangements for the new reception starters?

S Kavanagh - do you mean from a staffing point of view or transition?

Staffing yes we have a full time TA in there

Transition, we have not been able to facilitate anything on site before September, but we are doing 4 x half days in September. We are also doing a Park House variation on the Teddy Bear project where the pupils get a small cuddly toy to keep;

they can use it as a comforter toy to bridge the move from home to school. They get to name and create a home for it and then keep it. Health and Safety have agreed it can move between school and home as it is not shared with other pupils. One pupils are settled it can hibernate in the child's home and is there for them to keep.

These will be dropped by staff to the children's doors, there are also some videos and stories on the VRC and new starter page of the website. We had 20 out of 31 respond to the online admission form and links, we have now sent out paper pack with additional information and to catch those who missed the email originally.

The first round of deliveries of a special friend for new Reception starters have been delivered, Mrs Reeve and Mrs Ellis are delivering the friends throughout this week. these are great for transition and attachment. The new Reception team have been having some informal (free) training on this approach. If this is well received we will continue it every year.

Just to give you all an update of where we are:

- 20 of the 30 Park House friends have been delivered. We have already had an email from a parent with a photo of their child cuddling it and saying what a lovely idea it has been.
- we have a waiting list for Reception this year (2 pupils)
- All families should have now received their paper pack with booklets about the schools, key staff for their children and copies of enrolment forms.
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- We plan to try to hold a parents meeting in September.
- We have 4 half days in the first week of September and we will be inviting parents to come in and help their child find their name and have a go at writing it. at this point they also add their Park House friend to his home in the classroom - we hope this will help parents to build a relationship with the staff.

FG.06.20.07: Staffing

Staffing report from the Head

In September we are moving some of the teachers to new year groups:

Rec- Mrs Fidler and Mrs Reeve - Mrs Mosley

Year 1 - Mrs Gavan and Mrs Kelly - Mrs Millward

Year 2 - Mrs Cook - Mrs Sanderson & other

Year 3 - Mrs Watkinson - Miss Smallwood

Year 4 - Miss Matthews - Mrs Goodwin

Year 5 - Miss Bailey - Mrs Clarke & Ms Clarke

Year 6 - Mrs Harris and Mrs Murphy - Miss Bushnell

Staff currently on sick leave (separate to Covid-19) include:

- Mrs Westbury (mid-day supervisor) - possibly due to return in September
- Mrs Sanderson (TA) - possibly due to return in September
- Mrs Fletcher (Admin) - now under occupational health, return date unknown

This position means I have been unable to announce to parents where TAs are going to be based and we are unable to advertise for any admin positions. I have added this above in light in of the correspondence regarding Mrs Sanderson.

FG.06.20.08: Safeguarding

Online safeguarding training:

If you have already completed safeguarding training due to working with children, then you are able to provide copies of those certificates instead. Training must have been completed in the last 2 years.

Prevent (takes about 1-2 hours)

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

Online keeping children safe training (you will need to register to complete this training, it's free, it takes about an hour)

<https://www.ddscp.org.uk/training/online-learning/>

Safeguarding audit & action plan:

- We are sitting at 'good' and are compliant. We have made some progress over the year however many of the actions remain ongoing, as they have been started but not finished due to time constraints and some is due to Covid-19 taking over. Therefore these actions have been moved over to this year's action plan.

SCR - Single Central Record.

- We need to be bringing a copy to FGB to be checked and signed off by the safeguarding governor or chair of governors.
- It is currently completed by the admin team and checked by the headteacher.
- We need to add this as a termly standing agenda item going forward.
- Once it is safe to do so, the master paper copy will need to be signed by the relevant staff and safeguarding governor.
- Governors agreed.

FG.06.20.09: Inventory

- None

FG.06.20.10: Health and Safety / Accident Book

- None

On a slightly different note, it has been brought to the attention of myself and another staff member that a parent who has a key worker place in school, held a birthday party (with bouncy castle) at a relative's house and invited pupils from other groups in school and outside of school. Whilst we are aware we have no control over the families meeting up, we are watching the two groups in school for any signs of illness. This is obviously unsettling for staff as we have put measures in place in school to prevent pupils from the different key worker groups coming into contact with each other.

The Governing Body were clearly unhappy at this taking place with some of the comments made - "They clearly have no clue about what has gone on behind the scenes at school!"

"can see why you and the staff are unsettled by it"

S Kavanagh - Sadly, these parents have asked their children to lie to staff. I have more of an issue with this than being honest so we can keep an eye out for illness.

P Nicholson - can you/should you send them home?

R Allen - Asking the children to lie would also suggest that they were aware that what they were doing was wrong and potentially putting other people at risk. Very selfish when you have gone above and beyond to try to make things as risk free as possible.

J Swift - Working within the school and seeing the day to day running all the staff are going above and beyond to try to maintain the social distancing required. As you can imagine it is hard work with the younger ones but I overheard the year 1 children explaining how they had to line up for the toilets when their friends came into school for their sports and cake. A pity parents cannot see how wrong they themselves are. It only takes a small minority to spoil it for the majority.

Some Governors asked about removing their places but the Head felt that this would only further exacerbate the key worker places situation. The Head is trying to keep other key worker families from worrying, as there are only two weeks to go. A piece in the newsletter urging people to remain safe may be the way forward.

The Chair thought a general letter would be the right way to go. Governors agreed.

FG.06.20.11: Inset Days 2020/2021

Next year's inset days:

2.9.2020 - foci - updating staff on September arrangements/ risk assessments and sorting classrooms.

25.9.2020 - foci - ICT with Mr P - ICT CPD training for staff

4.1.2021 - foci - TBC

7.6.2021 - foci - TBC

22.7.2021 - foci - Time back for safeguarding twilights completed over the year.

FG.06.20.12: Correspondence

- ***Confidential item removed***
- I (Head) have also been told that the caretaker job advert should be advertised next week and I will also be on the interview panel.

FG.06.20.13: Any Other Business

- ***Confidential item removed***
- Training needs addressing for M Stanhope and D Falkner. Both are happy to do online training.
- **S Kavanagh** - Can I also thank Governors for your support, the emails, brief chats through the gate and phone calls have been gratefully received.

R Coulson (summed up the messages for all the Governors) - A big thank you to you all. You have all worked incredibly hard through this difficult time. Please pass on my thanks to the whole staff.

J Swift - Could I on behalf of the Catering team thank Steph for all the support that she has given us throughout this difficult time. There are no instruction books for what any of us are facing but together we are making the best of it. Well done Steph and all the Staff for getting the children and the rest of us through each day.

S Kavanagh - Thank you all, please can I write a thank you card on behalf of Governors for the site and catering teams as they are often over looked and have also worked almost every day since the lock down began?

AOB - September Attendance

Attendance expectations

In March when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct*

This is the excerpt about attendance from today's release. As a Governing body, we need to agree how you wish to proceed with this. Ultimately, we need to decide whether you would want to pursue this process if parents didn't bring their children back in September.

My suggestion would be (if we are allowed to do this) that we didn't pursue families over attendance until at least after October half term where absence is over fear of return or underlying conditions. **Do you agree?**

An attendance problem we will have is that holiday companies are making families re-book, we already have 4 families stating they will be taking their child on holiday due to this.

Do you wish to continue to only pursue fines if over 10 days or where 2020/21 attendance falls below 96%.

Although Ofsted inspections are still on hold for Autumn term, they will be "visiting" schools to see how they have addressed learning gaps etc.

C Chambers - If it is allowed, your suggestion seems fair and I would still prefer to only pursue fines if over 10days/where academic year 2020 to 2021 falls below 96%. I think there will be a number of requests for holidays in term time from September onwards with families not having a break up to now and the fact it's looking unlikely

before September either! I am already aware of families who are considering taking children out of school after October half term but before April 2021.

In year admissions.

We have received two in year admissions today for siblings to start in September. One is for year 4 where we would have a place and one is for year 3 where we will have 31 already.

Do Governors wish to agree or refuse the place for the sibling going to Year 3?

We need to consider that:

- we have to offer a place to the year 4 pupil as the class only has 29 pupils by the time the year 3 group reaches Year 5 and 6, the space in classrooms is getting tight
- difficulties parents would have in getting siblings to different schools.
- the additional pupils would support the budget financially as we would be full

P Nicholson replied - So, on one hand the increased class size is bad when they get to years 5 & 6, but on the other it's extra money,,,budgets already look comfortable so do you need to take the child?,

Do you know that the parents are struggling to get the child into another school and feel we ought to take them?

Is it possible you won't be given the choice by admissions?

S Kavanagh replied - I think we could accommodate 32 in that year group but I'd recommend not going over that for years 5 & 6.

If we turn down the place, it could go to appeal and the LA could direct us to take the sibling as we have space in the other year group.

If we respond saying we are full in year 3, parents may decide they don't want just one place. They would have two options, apply elsewhere or appeal.

Financially we can cope without offering the places.

The family may have applied for other schools in the cluster but the pupils aren't in school/ on roll. It appears they may have come from another country.

P Nicholson asked -Once they're in though how will we not go over years 5 & 6 without someone leaving,

S Kavanagh replied - If accepted we would be at 32, we would have to refuse and appeal any further admission requests to prevent going over 32.

The LA could still direct us to take additional pupils in the future under fair access or appeal. I successfully fought two fair access appeals and have been told we won't be able to next time to make it fair on other schools.

- Governors agreed that the children should be admitted to the school from September 2020.
- Due to R Allen having a child in one of the year groups she acknowledged an interest and did not get involved with the decision making.

FG.06.20.14: To Agree Confidential Items

- Staffing
- Details about the parents breaching social distancing through parties.

FG.06.20.15: Date and Time of Next Meeting

2020

- Full Governing Body Meeting Thursday 17th September at 6.00pm
- Full Governing Body Meeting Thursday 12th November at 6.00pm

2021

- Full Governing Body Meeting Thursday 14th January at 6.00pm
- Full Governing Body Meeting Thursday 4th March at 6.00pm
- Full Governing Body Meeting Thursday 29th April at 6.00pm
- Full Governing Body Meeting Thursday 17th June at 6.00pm

The Head, Chair and Clerk thanked everyone for their participation in the meeting at this difficult time and wished all Governors a safe and happy summer.

The Head hopes that the September meeting will be in person with social distancing.

Meeting Closed at 7.55pm

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