

**Park House Primary School**  
**Minutes from**  
**Full Governors meeting 30th April 2020**

**Present:**

- S Kavanagh, A Harris, M Dore, P Nicholson, Z Thorpe, R Shepherd, R Coulson, R Allen, F Boot, M Stanhope, D Faulkner, C Whelpton, C Chambers

**Clerk:** J Swift

**FG.04.20.01: Apologies/Vacancies**

- 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 Head has already approached Rev Lynn to see if she would either be interested or know of anybody who might be interested. Unfortunately at this time, she is unable to take on any additional responsibilities but felt honoured to be considered. If anyone has any ideas please let the Head or myself (the Clerk) know.

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.04.20.02: Minutes of Previous Meeting and Matters arising**

- **March 2020** - The minutes were agreed as a true record and signed.
- **FG.03.20.15 - Inset days** - The January 2021 inset day should be 4th January and not the 7th as previously reported.
- The Head reported the following actions -
  - to add information to the website regarding exclusions and this has been done
  - review the behaviour policy, this will go to the next FGB for ratification
  - Look into governor hub
  - the SVFS was successfully submitted to the LA.

### **FG.04.20.03: Declaring an Interest**

- F Boot ( the Chair asked for this Governor to be noted as having an interest in some of the items being discussed due to the nature of her business)

### **FG.04.20.04: Policies**

- Addendum to the Safeguarding Policy -

The Head uploaded an addendum to the safeguarding policy in light of changes to home learning. This has been updated again as the LA have now requested that any live lessons (pg15) are not recorded. This policy has been adapted from the LA model template addendum. Governors had read the policy and agreed for the Head to put it on the website. The addendum will be signed in due course

### **FG.04.20.05 : Budget Setting**

- The Budget papers had been read by all Governors prior to the meeting.
- In summary, the reported Head that due to changes in the funding amounts the government have now issued such as covering increased costs for teacher pay increases. We had budgeted for a 2% rise but it was actually 2.5% but the Government have covered this cost.
- This means where we were predicting a deficit budget of around £7,000, we have actually closed the financial year at £6,225 (in credit).
- This and the new funding formula have helped secure a positive financial outlook going forward.
- There are a number of areas where we overspent from the original budget setting in 2019, however we have also been able to underspend in a variety of areas too.
- We overspent on supply both teachers and teaching assistants.
- Teaching assistant costs have been mostly offset with SEND funding and money coming in from the breakfast and afterschool club provision. Had school not closed due to the Covid-19 pandemic, we would have broken even on the provision. We have therefore budgeted that school will incur £19,000 costs for running the provision and hope that we will generate that amount.

- It should be noted that during the school closure we have offered this provision free to parents and will affect the amount coming into the future budget for this area.
- The overspend on teachers has been due to failing to appoint a Y6 teacher until January and also the change in Mrs Harris' days were agreed after the budget was set. Another overspend has been in providing boosters for Y6. Due to the Covid-19 closure, schools have been asked to honour the hours offered to supply staff and find them alternative jobs/tasks. Therefore, this will continue to affect the budget, fortunately it is not going to cause much financial impact to the budget as we had already agreed for the overspend. Mrs Watkinson has required an emergency operation as school closed (this will be in the staffing section). We have therefore been able to offer home learning tasks to Mrs Robinson in Mrs Watkinson's absence. Mrs Robinson has taken over setting and checking work on the blog (our online portal for home learning), she is undertaking online training and is on rota to cover the time Mrs Watkinson would be in school. This has meant that we are able to offset some of Mrs Robinson's costs through our teacher absence insurance pools. We anticipate we should get around 70% of the costs back.
- Other money coming into school to support staffing, is the £3,000 from Pilsley Parish Council for our school crossing patrol. We have received this amount for the next year.
- An underspend in admin salaries, where we have a long term staffing absence, has also offset some of the staffing overspend.
- This includes:
  - The additional admin hours of 14 hours.
  - Temporary addition of 30 TA hours to enable all classes to have a TA in the afternoon.
  - Make one of our temp SEN TA's permanent as they are about to get contractual rights.

- Buildings - Minor Improvements, the budget set here of £7,000 partly relates to an alternative to the DCC Insurance Maintenance Pooled Scheme (IMP), and is profiled to under spend by £5,559. We were anticipating that a payment of £3,500 would be taken for the building work undertaken in the summer holidays (last year) and has now been paid after this letter was published. A budget of £7,000 has been set in 2020-21 for Buildings - Minor Improvements and we continue not to buy into the IMP scheme. It is anticipated going forward this year, we won't underspend.
- UIFSM Grant and Recharge UIFSM; total income of £33,139 has been received comprising of £13,510 for the summer term and £19,629 for the period September 2019 to March 2020. Estimated charges for the financial year total £30,000, resulting in a combined surplus of £3,139 mainly due to serving fewer meals than funded for, and the amount per meal costing 10p less than funded for.
- This means that by running theme lunch days on census days we increased the number of school meals taken up. We get funded by the number of meals taken up in the October census and gave us a profit of £1,800. Additional funding is cost per meal and not all pupils continuing to take up the school dinners after the census day.
- SEN Allocation; funding here is now estimated to total £25,675, which is £6,410 in excess of the income target set due to an increase in the amount of GRIPS / EH&CP funding after the budget was set. All individual funding streams are assumed to continue until the pupil actually leaves the school. This surplus partially offsets the over spend against Teaching Assistants Salary budgets. This is due to Mrs Ellis and Mrs Harris successfully securing additional funding for pupils which were not previously budgeted for.
- DFC is the devolved funding capital and is ring fenced money for use for building capital projects and also for IT hardware. We currently have £16,410 in this section of the budget. £10,000 as we discussed at previous FGB meetings is being held to see whether we receive the match funding grant from DCC to cover the fire safety works. We will receive another £6,300 for the next financial year.

- This money will be used for replacing IT equipment should the proposed building works of moving the kitchen to the computer suite goes ahead. I am still awaiting formal confirmation over both of these projects. The Covid-19 pandemic has delayed any such works and decisions.
- The next budget has been set (see the budget letter) and includes proposed staffing changes (more detailed information will be held under agenda item 7).
- In summary, the closing budget is £6,225 and based on the budget set with Andy Walker (finance officer) the 2020/2021 budget should finish on £20,671.
- 2019/20 ending on a carry forward of £6,000 (provided no last minute bills come in this week)
- 2020/21 predicted carry forward of £20,500
- 2021/22 predicted carry forward of £47,000
- 2022/23 predicted carry forward of £56,000
- What I am unable to say at present, is what the impact of school closure, with staff on full pay and working through holidays will have on the budget. The donations from the PTA will be reduced going forward this year due school closure and the financial impact upon on our families. This will mean that we will be unable to subsidise school trips to the level we have in the past.
- The Head had queried with the finance patch officer but the response he gave over DfE reimbursement was nothing concrete.
- I have asked catering how additional costs would be calculated and they 'thought' it would be based on meals taken up during what would be technically holiday days.
- Governors agreed for the budget to be set as per the budget setting letter.
- Please note that we have some money yet to be collected off site that will not form part of the transferring balance.
- Governors agreed for the Annex 1 and Annex 5 to be signed and sent to Matlock.

- The Head reported that the Form A document also needs ratifying regarding school funds and petty cash. The document shows we have £1228.19 as the total balance, however please note the message at the bottom of the form. Due to smart payments not being collected and cash collections being cancelled for the time being means that we have **£413.61** as the transferring balance (basically we have £814.58 to be collected by the banking security services). Governors agreed.

### **5.2 Admission report from the Head**

- We have had 81 applications for our Reception class in September 2020, of which 28 were first choice applications. 30 places have been offered and we anticipate being full in September. If this is the case on the October census then it helps our budget going forward. Therefore we have set the budget based on Reception being full.
- We have also had a junior application for the next Y3 class and will mean that Y3 in September 2020 will have 31 pupils.
- Our pupil numbers next year are anticipated to be as follows:
- **Total on roll 212** (this is 2 pupils less than currently as current Y6 have 33 pupils)
- Reception - 30 pupils
- Year 1 - 30 pupils (with one being of age for Y2)
- Year 2 - 30 pupils
- Year 3 - 31 pupils
- Year 4 - 29 pupils
- Year 5 - 31 pupils
- Year 6 - 31 pupils
- Year 6 - 31 pupils

### **5.3 Form A**

- The Head reported that the Form A document also needs ratifying regarding school funds and petty cash. The document shows we have £1228.19 as the total balance, however please note the message at the bottom of the form. Due to smart payments not being collected and cash collections being cancelled for the time being means that we have **£413.61** as the transferring balance (basically we have £814.58 to be collected by the banking security services). Governors agreed.

**R Allen asked** As the government are proposing some form of reimbursement, do you anticipate the closure having much effect on the budget? Is there some contingency if the school has to remain open through the May half term and potentially the summer holidays?

**P Nicholson asked** Comprehensive as ever thank you, budgets look ok as we've seen before, a lot of this we've spoken about but the big spends will be on hold, big thing that most governing bodies will be concerned about I think is the effect of the lockdown which you won't be able to brief us on yet, do you think potentially may jeopardise some of the planned spends as you have to cover deficits caused by Coronavirus. Though I believe I've read somewhere that government will cover the losses?, These projects may be held up for years anyway as schools, not just Park house try to get back to "normal"?. Ref the breakfast club £19k, you mention "hope that we will generate that amount", what do you mean, generate from where.

**S Kavanagh answered** This is really hard to answer. As far as I can ascertain, any reimbursement will depend upon the health status of the budget. If schools have deficit budgets they are likely to be supported financially first before schools with a carry forward. The LA are seeking guidance on what and how we can claim reimbursements. We won't be reimbursed for the breakfast and afterschool club costs. This is likely to be around £400-£500 per week. We provided this through Easter and will most likely be needed during May half term. Where possible teachers and myself have been covering this but there is an expectation to still pay staff who would have worked but are isolating. There may be an additional cost for the kitchen providing meals for 4 days over Easter. I am unsure what this will be as yet. FSM vouchers have been funded direct from DfE. At the moment we are funding staff who would have been in so this is budgeted for.

In relation to the £19,000 this is the costs to run the wraparound care. Had we stayed open we would have raised that through parents paying for the places. From September, we anticipate losing 2 pupils from Year 6 who attended prior to school closure. Initial indications from the new Reception intake is that 2 out of the 10 responses so far would be interested in school based provision.

Therefore, I anticipate we would continue to secure enough places to fund the club. We have also used some of the sports camp days during Easter to help reduce staff time I am hoping these may be costs we can claim back. Should schools be closed (normally) for the summer holidays, the sports camps may be a way to provide child care for parents returning to work. We would just need one member of staff on site in case of any problems. We could look to increasing those days, but if no reimbursement is available we would have to charge for the clubs as we did before.

Some key workers need breakfast and afterschool club. Do you wish to charge for this? We will run at a loss even if we charged as those needing it are only about 10 in total.

Finance team reminded me that we can sort the budget out next year as we have some leeway.

#### **FG.04.20.06: Home Learning and website / Covid-19**

- **6.1 General update from the Head**
- As you will all be aware, school closed to most pupils from Friday 20th March until further notice with limited notice.
- We have been asked to provide child care for key worker children until school reopens. We have been open to these pupils every week day, including through Easter holidays (except bank holiday Monday where we had no pupils). We have been able to offer provision from 7.30am until 5.30pm.
- Additional to keyworker pupils, we were asked to provide child care for vulnerable pupils who have a social worker. This included 2 families (3 pupils). One family, social care were in agreement with parents who did not wish to take up a child care place and we have maintained a weekly telephone contact with the family. Social care have this week closed their case.
- The second family (included 2 siblings) social care recommended one sibling have a child care place to provide respite for the family and this place has been taken up. We are undertaking weekly telephone calls to the family for the pupil still at home. Parents have been very happy with this support.



- The school has set up an email address for work to be uploaded to that can't be added to the blog. Information about this has been added to the website and blog.
- **6.2 Home learning & website report from the Head**
- We have provided two aspects to our website to enable parents and pupils to access work and also an area they can engage with fellow pupils, teachers and upload (if wanted) their work.
- School closure work is uploaded in to year group pages by the teachers. We have put up some daily tasks which cover basic skills such as reading, timetables and mental arithmetic. Then there is a topic choosing grid where a task per day can be chosen. The choosing grids provide enough work to cover three weeks if one topic task is done each day. The work shouldn't take more than 1-2 hours per day to complete. This is because we are very aware many of families have siblings who need to access their home learning and parents are also attempting to work from home. The work we have been setting shouldn't be new learning but work that will consolidate and provide practise of skills already taught.
- The reason we have provided it in two areas, is to ensure everyone can access the work on any internet connected device. The blog area has individual pupil logins which prevent people outside of school accessing the work being uploaded or pupil comments.
- We sent home blank exercise books and some packs to support the work from home. We hoped by making most supporting documents PDF they can be completed online using the click and sign option and also would not need printing off.
- Teachers are on a one week on site and 3 weeks off site. When off site, each class (so pro rata for job shares) should be online on the portal for a minimum of 3 half hour slots to help with any problems/queries over work during their time on site packs for SEND pupils, some is emailed but some is printed off ready. If families are passing school they are then given out to them. Pupils on site are being offered topic based activities, these are separate to the home learning work as we have pupils attending from every year group. The pupils are given the opportunity during the week to complete some of their home learning work/blog to help relieve that pressure from home.

During the Easter holidays it was predominantly sports and fun activity based. Teachers are also working on a variety of tasks that can be completed from home - curriculum leadership and planning & resources.

- Teaching assistants and mid-day supervisors are on a one week in and 1-2 weeks off site. I am finding the requirement for paediatric first aiders on site for a Reception pupil who attends has affected how long some staff are off site for.
- Many of our staff also have their children at home and have home learning expectations from their schools, which are far greater than what we have set out.
- So far this type of rota has meant staff get at least 7 days between being in contact with key worker children or other staff members who may spread the virus and can monitor if they become symptomatic. I have tried to keep the staff the same for each rota week to prevent the risk of everyone coming into contact with someone who is contagious. Thus far this has worked.
- We are ringing vulnerable pupils on a weekly basis, both parents and pupils seem to have found this helpful. Mrs Ellis will only speak with pupils when on speaker phone so parents can hear conversations (this is to safeguard both staff and pupils).
- Teachers on site have also rung and spoken to parents if they have made contact to say they need help in anyway.
- We are monitoring who is accessing the blog, any families we have not heard from we are making contact with. This is not to ensure they are doing the work as I keep reminding parents this is not home schooling and we are not insisting work is completed. Obviously, providing activities will help give pupils something to do. But we do want to check everyone is ok.
- The LA have started to monitor this information too. We have been asked to submit information about what we have offered, how many parents have accessed this or not engaged in anyway and what we are doing about those families who have been unable to engage.

Currently, there are only three families where they are unable to access the blog. We are struggling to identify the cause of this as from our end we know the logins work. Two of these families we are struggling to get any response or make contact with.

This may start safeguarding procedures if we are unable to make contact by the end of this week.

### **6.3 Staffing report from the Head**

Currently we have 8 staff who are either self isolating as they are shielding family members or are self isolating due to their own vulnerabilities. As mentioned before, if schools are to reopen soon with recommendations over vulnerabilities remaining as they are we would be unable to open the school fully.

Therefore, there are some different options I am considering in light of no guidance from the Government or LA on this matter.

Option 1 - would be to remain open to keyworkers and as different businesses return to work we gradually increase the number of pupils eligible for key worker places.

Option 2 - would be to open to 50% of pupils. Key worker pupils would still have places all week, but we would offer families either a Monday and Tuesday or a Thursday and Friday for school to open and offer home learning activities for the time they are not on site. Work taught on site at the beginning of the week, will be repeated at the end of the week. Thus families would have school 2 days a week, allowing parents the opportunity for 2 regular days to work. This may still mean that some classes do not have their regular teacher. This gives us the greater chance at social distancing within school, which even with only 5 children in some days has proved impossible!

**Option 3** - would be to open just KS2 and split the classes across staff in school. This is my least preferred option as families with siblings in different key stages would still have child care issues all week. This also means that some classes will not have their regular teachers.

None of these options allow school to go back to teaching academic work fully, we will require time to adjust back to full lessons. The Government or LA may make a decision, but I wanted a plan just in case. I am most likely going to go with option 2 and SLT agree that this may be the best way forward initially. It will mean additional work load for teachers.

My biggest concern will be the emotional well being of our pupils returning, rather than academic learning. We have already noticed the impact school closure is having on our keyworker Social interaction is different and at times can be strained.

Putting a whole school back together when they have been isolating at home will cause challenges such as adapting back to routines, expectations etc.

I am working on bereavement guidance, should this be needed.

#### **6.4 FSM vouchers/support report from the Head**

You may be aware that the Government wanted families in receipt of FSM (which families in receipt of particular benefits make the eligible for free lunches in school) to have support at home. We have 13 eligible pupils from 9 families. Initially we offered packed lunches each day, which were collected by family members. This was only taken up by three families (4 pupils).

The catering team from the LA offered hampers to cover 2 weeks over Easter, however their ordering system failed and we didn't get these hampers. 7 of the 9 families wanted these. At the same time the Government started to provide weekly vouchers worth £15 per child via a company called Edenred, with the vouchers being paid for by the Government directly. Again the same 7 families agreed they would like this. We have had about a 75% success rate to date in getting the vouchers issued by Edenred and then redeemed. It has taken 9 days for the initial order of vouchers to even be issued to parents and then most didn't get them. We have arranged for the vouchers to be issued up until the 8th May. This process has been extremely frustrating, time consuming and challenging for myself and for parents.

- The Head anticipates that schools will get an update over the next week with regards to whether reopening is beginning. In the mean time, the Head thinks a joint letter from governors and school to help reassure and update parents would be helpful. What would Governors like to include in the letter?
- The Head reported that a video of the staff and a message had been sent to all families.

**R Shepherd asked** - *Could we thank parents for their continued support throughout this time.*

**R Allen suggested** - *waiting until after the pending information and then include something to prepare parents that when school does reopen it won't be a full school.*

**F Boot asked** - *Can we also thank those who are key workers who aren't sending their children into school. I spoke to a parent today who works in adult care but not for the NHS and she said she feels a bit like she isn't*

being recognised for all her hard work because she isn't NHS but she also isn't able to home school her child because she is at work !

R Coulson agreed, we can't give any concrete information about reopening so would make sense to wait until we know more. As a parent I have felt there has been lots of support and reassurance from the school through your regular contact.

#### **FG.04.20.07: Staffing**

##### **Staffing report from the Head**

Just to summarise and for clarity do you agree to:

- Making the SEN TA permanent on an 11 hours contract (as she is in-line for contractual rights)
- Make the mid-day supervisor permanent
- Wait on admin advert for extra hours until we know more of the intentions of the staff on long term sick
- Governors agreed.

**Confidential item removed**

#### **FG.04.20.08: End of Spring Term Data**

##### **End of Spring data report from the Head**

Within the [documents folder](#) I have included the Spring Term data. This doesn't include Year 1 as Mrs Watkinson is off sick but I will get that to you as soon as possible.

I have included the data I shared at the January FGB and the arrows show whether progress has been made from the January data. The arrows on the January data showed progress from the October baseline we did. The spring data is where pupils were, at the time the school closed. Although none of this data is being reported to the LA or DfE or will be published this year. I wanted Governors to see the impact the work on reading was having.

Please note we are using point in time assessments, so if school has made progress by improving levels from January, this demonstrates accelerated progress and is a credit to the staff and the effort they have been putting

in. Any data that has stayed the same means pupils are making expected progress which is good. Any data that has declined means that progress is not good enough.

At the time of school closing data was up in reading in all year groups except one for pupils reaching expected or higher, we also see improvements in the number exceeding (greater depth). We were on track for getting 73% at Expected or above in Year 6 which was 10% higher than last year and almost at the National level.

In relation to maths, KS1 data was concerning last year yet Yr 6 had achieved well. Spring data shows that Y6 data was down on this point last year, however there has been a significant improvement from January. Year 2 data is up on last year, however it is inline with the attainment seen in January. Year 2 does show an increase in pupils working at greater depth (exceeding) from January.

In writing, we have seen accelerated progress in some year groups and good progress in others. The Year 6 data is similar to last year and national. Year 2 data in writing is not as strong as last year.

What our data is showing is that our current Year 4's are a very strong cohort and we need to be watching their attainment and progress over the next few years to ensure that it continues to Year 6.

To ensure that we don't have a drop in attainment between Year 5 moving into Year 6, Mrs Harris and Miss Bailey will be looking at assessments. We have found that assessment moving through the school (despite moderation and evidence of judgements being secure) do not translate to the KS2 SATs when we do samples in the autumn term. This is something we will also be looking at between Year 2 and Year 3.

In EYFS (Reception) it is harder to show where we would have been for GLD (good level of development) in quite the same way. We were on track to reach national levels, however it was a dip on last year. This is cohort specific due to the SEND pupils in this year group.

**R Shepherd** - Thank you re data. See the year 6 data has improved. Is this due to boosters? If so can these be put in place early in year 6 to support the teachers and pupils.

**S Kavanagh** replied Partially, a lot is down to hard work by the teachers. Mrs Robinson had done about 6 weeks of boosters. Smaller groups did

seem to help the pupils especially with the dynamics of the current year 6 cohort.

The budget includes boosters from Jan to May next year. If we wanted to extend the time and bring it earlier next academic year we would need to look at a cheaper way to run it. Mrs Robinson is very good but she is also very expensive.

Do you mean when we reopen or for next year?

***R Shepherd - I was wondering for next year. Just a thought. Thank you to Mrs Harris, Mrs Robinson and Mrs Murphy for all the hard work.***

***S Kavanagh - It is certainly something to consider and if any viable options become available I will keep you all up to date on these. We would also need to consider the length/duration of boosters to ensure that we continued with a broad and balanced curriculum.***

***A Harris -Just looking at the data, and the PP data for Y6 is better in maths than Itrack shows. Just before we finished I did 2018 SAT papers. One PP child scored 61/110 and in that year 61 was the pass rate. So 1/2 is the PP for Y6 maths. This means that overall for maths is 64% and not 61% as Itrack shows, as that is based on work covered in class and some questions on the SAT paper would have questions on work covered in Y5.***

***There was also a good increase in reading scores and one PP child was only a few marks off passing, having made very good progress. I believe this child would have passed the reading paper with 2 more months of learning. Although not quite there at the end of Spring 2.***

Apologies with my mistake over the Y6 data, but it was a pleasing mistake. Thank you Alison for sharing the better data. At present the DfE have said no agency should be requesting the data from schools during this period.

However, the data does show some strengths and weaknesses that Governors should be aware of.

I'd like to thank staff in school and Mrs Robinson for their hard work. The pupils really engaged with the booster sessions and seemed to enjoy the smaller group sizes. Alison and I will look at whether we should consider starting them earlier as per Rachel's suggestion on the original post about the data.

Miss Bailey is buzzing regarding the improvement in reading. I will share school development priorities at the next FGB.

**M Dore please pass on our congratulations to Miss Bailey**

- Some of the year group data has supported concerns identified in the book scrutiny sessions and as mentioned in item 7, is prompting for staff to move around year groups.

#### **FG.04.20.09: Inventory**

- None

#### **FG.04.20.10: Health and Safety / Accident Book**

- During school closure we have had two accidents which have been recorded in the accident book but do not require further action.
- One was a child received 2 broken fingers catching a soft cricket ball during a PE lesson.
- The other was a child fell from a skateboard, she broke her wrist as she landed on it. The skate board was removed and hasn't been used since.
- Both incidents were accidental and could have happened at any time. Neither need reporting to the LA or Health and Safety Executive.



**F Boot - These are unfortunate. Didn't know the school had skateboards. I guess risk assessments were done?**

**S Kavanagh replied Yes, we have two but they are not used often especially when we have lots of children onsite. We also have scooters which were also being used.**

**We do have a risk assessment which covers both.**

#### **FG.04.20.11: Correspondence**

- All the correspondence received has been passed to the Governors prior to the meeting

#### **FG.04.20.12: Any Other Business**

- One previous question was in relation to secondary school transition. Appeal processes should still be going ahead. I spoke with Tupton Hall yesterday and they have forwarded my request for further information to the member of staff organising transition.
- We haven't heard from Tibshelf at all.
- **F Boot - On the DfE daily update it said that appeal processes were to go ahead as normal but appeal meetings will be done in a conference type situation**

- Regarding the caretaking staff, I have now received the job description and a general email regarding what duties a relief caretaker can undertake. They have confirmed that the permanent job will be advertised in the next two weeks.
- **J Swift asked Will you be able to have a say in who they appoint / be involved with the interviews ?**

**S Kavanagh replied no but I have said we would like someone with DIY skills to help keep up on the small jobs that need fixing.**

**R Shepherd asked What is the situation re the caretaker? Is DCC providing someone to cover this until you can recruit a new one or is the cleaner stepping up? Obviously at this time cleaning is important in schools so just wondered how this was been managed.**

**S Kavanagh replied** we have a long term relief caretaker at the moment. The Vertas joint venture has been postponed until 1st September. Currently the staff are still all DCC. We had a relief cleaner over Easter as Jeanette was entitled to her Easter holiday. We have kept key worker children predominantly in 3 rooms. So all the classrooms have in turn been cleaned including tables and chairs being scrubbed clean. These rooms are now not being used.

The relief caretaker will be with us until they appoint a permanent caretaker. At present the job hasn't been advertised. I believe he is considering applying for the post. It would be good if DCC appointed someone with some more DIY skills to help maintain the school. I am in the process of requesting his list of duties from DCC, to check what he is allowed to do.

**F Boot asked** Do we have any kind of plan ( if schools are to reopen ) with regards to parents who are suggesting they may not allow their children to school until a vaccine is available?

Do you have any transitional steps in case reception children cannot do the school visits before September?

**S Kavanagh replied** 2 very good questions.

We are still waiting on LA guidance but I believe that attendance will not be penalised during the pandemic but the Government will provide guidance based on the scientific advice if this situation is longer term. The difficulty at the moment is knowing whether vaccines will work or be available, which I believe will be unlikely in the near future.

With regards to Reception new starters. We have started our initial transition information.

We have sent out our welcome letter, school brochure, links to the website and a link to a video created by our pupils to show our school and Reception. We have also provided our enrolment form as an online survey so we can start setting families up on our messaging service and management information system.

We will also be doing our phased start over the first week in September

should schools be reopen. We also have a Reception YouTube channel we have trialled first telling some stories. This could be an area we have the new teachers recording stories for the Reception pupils.

Until we know what restrictions remain in place, it is very hard to offer much more than this at this stage.

**FG.04.20.13: To Agree Confidential Items**

- staffing
- sickness

**FG.04.20.14: Date and Time of Next Meeting**

**2020**

- Full Governing Body Meeting Thursday 18th June at 6.00pm

The Head, Chair and Clerk thanked everyone for their participation in the meeting at this difficult time.

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

Meeting Closed at 7.55pm

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

