



Harwell Community Primary School

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**Minutes of the meeting of the Governors of Harwell Primary School
Held on 20th May 2020 via google meet starting at 7.15 pm**

1 Welcome and apologies

Attendees:

Ann Parham (AP)- Chair
Janice Markey (JM)
Aisha Nevers (AN),
Frances Williams (FW)
Bryn Gibson (BG) – Head teacher

Rob Sadler (RS)
Kirsten Christensen (KC),
Chris Smith (CS)
Sue Greatbanks (SG)

Richard Thompson (RT)
Tom Gowers (TG)-Vice Chair,
John Dickens (JD)
Danielle Reilly (DR)

The meeting was quorate.

Present: Jane Moreton – Clerk

Covid19 update

BG started the meeting by outlining the proposed model for reopening the school and explained the rationale behind it:

- The model can be scaled up in a staggered and manageable way
- Supports learning for the other year groups not yet back in school
- Ensures that there is adequate time for deep cleaning of the school

For each of the three year groups coming back, there will be two groups (bubbles) - one on Monday and Tuesday and the other on Thursday and Friday with deep cleaning on Wednesday and Saturday. PPA time will be on Wednesday for all teachers. Projected numbers are based on the parent responses to his letter and google form sent on 15th May. All groups will have a teacher but not necessarily their own teacher. The staffing for the groups will try and ensure that each group has either a teacher or teaching assistant from the usual class staffing and with whom the children are familiar. A fourth group will be for care of key worker and vulnerable children which will operate in school every day.

Gov Question: is this model based on what is happening in other countries which have already reopened schools following the lockdown? The small bubble concept is. This idea was discussed at the Didcot Area Partnership which was then taken to OCC who have been very supportive.

Gov Question: How will this work for children with EHCP who have 1:1 support? The statutory SEN guidance has been amended to state that 'reasonable endeavours' must be made e.g. the staffing for the bubbles for the key worker / vulnerable children is quite adult heavy.

Gov Question: Parents who have said their child will not be returning - do they have to stay with that choice until the end of term in July? No, the numbers from the initial google form were to give us a guide. A second letter will go out tomorrow with another google form explaining how the model for reopening the school will work together with the Risk Assessment (RA) for reopening and asking for numbers who will return on June 1st.

Gov Question: Does the school anticipate that numbers might increase rapidly? Yes, especially as more parents return to work

JM commented that at Long Furlong school where she works there has been a zoom meeting for parents who have concerns. DR confirmed that SLT have spoken to several parents who had not originally returned the google form and the school has taken note of parent comments on the forms. Some want to see the RA before deciding.

BG is mindful that every child has a right to an education but he is also balancing workload at what is a stressful time for staff.

Gov Comment: the staff have managed the distance learning really well but as governors they need to be mindful of staff wellbeing, including BG as Headteacher. BG advised that he has told teachers to use the parent packs which will continue to go onto the website for distance learning as the starting point for learning within the class when the children start to return and to celebrate what has happened and been achieved at home.

1. Welcome

Ann welcomed everyone to the meeting being held via google meet due to the Covid19 lockdown

2. Declaration of Interest on agenda items

None declared.

3. Approval of minutes of last FGB meetings held on 11th February 2020 and matters arising

Minutes were accepted by FGB and a printed copy will be signed by the Chair of Governors when possible *Doc ref 3.1*

All actions from that meeting completed or on the agenda apart from :

- H&S - review of accident statistics - trends with injuries/accidents and school areas
- Skills requirement for governor - parent governor election

4. Governors

RS - his term of office ends on 30th June 2020 but due to the Covid19 lockdown, it will not be possible to hold a parent governor election until the school is fully reopened.

Action: clerk to advise governor services of his end date. He was thanked for all his hard work over the past 8 years which has been really appreciated. He will very much be missed and the governors will want to meet and thank him in person once the Covid19 lockdown is over.

AP had met with three prospective parent governors following the February FGB. One had subsequently decided not to pursue his interest. James Thorne and Joanne Ray had both attended the

February FGB as observers and have confirmed their wish to serve as governors or Associate Members if possible. Both have skills which would be useful as governors.

The clerk confirmed that the parent governor election which had been scheduled to take place in April has been postponed until the school has fully reopened and all pupils have returned. The FGB discussed appointing both James and Joanne as Associate Members and this was agreed. There is no guarantee that one of them will be successful in the parent governor election and the FGB will reassess at that time. Both are aware of this and what the role of an Associate Member entails.

RS agreed to act as a mentor to James and JM to Joanne

Action: clerk to advise governor services of the appointments

Action: AP to talk to RS and JM about their mentor roles

Staff

The FGB were advised that Athene Miller has given notice that she will leave the school at the end of the Summer Term to begin her retirement after 40 years of teaching. AP has already written to her and the FGB wished to record their thanks to her both for her dedication as a teacher, SENCo and as a staff governor and to wish her a long and happy retirement. It was agreed that she will be greatly missed and that the FGB will wish to mark her retirement. As a minimum, flowers will be sent at the end of term.

Action: AP to monitor and arrange for flowers

Complaint

AP had completed a Stage 1 investigation. The timescale of the complaint procedure was delayed due to Covid 19 isolation but the report was delivered to the complainant within the agreed time scale. The complainant did not proceed to Stage 2 and therefore the complaint process has now been completed.

STRATEGIC MATTERS

5. Covid19 Working Party

[report - Covid19 working party governors/SLT](#)

The working party document was shared with all governors before the meeting and had been read by all governors. JM reported to the FGB on behalf of the working party. In particular she highlighted:

- The working party was very impressed with the school's knowledge of families using the care system and have an 'eyes on' approach to all children considered vulnerable
- The child protection has been fantastic
- They were impressed with the home learning packages and especially that the school has been able to ensure that all children were able to access these by distributing laptops donated by the wider village community. The laptops had been cleaned and checked by a volunteer parent
- The provision of cooked lunches for not only the key worker and vulnerable children attending school but delivering hot school lunches to FSM children within the village
- Keeping in contact with staff and considering their well being
- Teaching Assistants commenting on pupil online learning and joining in with class google meetings

Additional governors question (CS): has there been an increase in the number of children attending school. Yes as the school have invited in children considered vulnerable who are not on EHCPs

Governors noted the great deal of thought that had already gone into the school reopening when the working party met and the subsequent huge amount of work with the Risk Assessment for reopening

(shared with all governors before the meeting) and the plan outlined at the start of the meeting. The RA is a dynamic document and BG confirmed that he would welcome governor comments.

Governors noted their thanks and appreciation for BG and his Senior Leadership Team (SLT). The Covid19 school closure has shown the strength of the SLT which has had the children at the forefront of their thoughts with welfare and learning both paramount.

Governor actions considered by the working party:

- Newsletter **Action:** AP to provide the school with some words from governors to go out in a letter before half term
- Parent survey - discussed and not considered appropriate at this time
- Thanks to staff **Action:** AP has already sent some emails to the school to be shared with staff but is to send DR a specific email the before staff meeting on 22nd May

Governor questions:

When are teachers going to make the necessary classroom changes? Major changes are not required and teachers have been asked to let BG know of any changes they would like to be made (e.g. chairs to be moved - the school is open for key worker children on Tuesday and Wednesday of half term. In Foundation Class, quite a lot of the resources are already in the large storage space. The school has ordered individual stationery packs for children.

Is the half term two day provision being operated by The Barn staff as it was during the Easter holiday?
Yes

AP thanked the governors who formed the working party. They will continue to stay in touch with BG. This has demonstrated an effective governing body by spreading the workload and providing challenges from governors.

6. Budget Approval

CS reported that budget preparation was completed on time and that the loss of income due to Covid19 had been taken into account. The approach had been both prudent and cautious. He had submitted several questions which had been answered fully by the school and a document showing these is available to all governors. The budget for 2020/2021 was approved by the Resources Committee on 21st April and submitted to OCC as approved by the Chair of Governors on 29th April. This decision was ratified by the FGB.

7. Policies for approval and Relationships, Sex Education and Health Education planning

The FGB ratified the Safeguarding Amend Policy for Covid19 - all governors had previously confirmed to the school that they had read and understood the policy

Swimming pool - the Normal Operating Procedures and Emergency Action Plan would normally have been presented to the Resources Committee for approval but the review had not been completed by the school in time for their April meeting. Although the school is uncertain when the pool may be opened due to Covid19, they have been reviewed and brought to FGB for approval which was confirmed. The governor checklist will be completed by AN if the pool opens in September.

The new statutory RSE curriculum and policy is a RAP priority and becomes compulsory in September. BG has queried if this might be delayed and OCC are awaiting DfE guidance on this. The school is continuing preparations for a September start.

He, together with teachers has considered a range of materials and decided to purchase a scheme of work called Jigsaw which has been used effectively in other schools. This maps out the work and

provides structured lessons to support staff. Teachers are broadly happy with the scheme. BG will do some tweaks around the sex education element - e.g. at which year groups, different areas of the curriculum are taught. Parents will retain the right to withdraw their children from Sex Education.

The Jigsaw scheme is centered around wellbeing which given the current Covid19 situation will be especially important.

Timescales -

- Staff have been consulted
- The scheme will be presented to governors for their consultation during half term
- Parent consultation in the week after half term skiing for feedback within a two week period

Governor questions: Will that timescale allow for sufficient parent consultation? Yes, it allows for a response before the summer holidays

Will all parents be consulted or a group? The consultation will go to all parents

8. GDPR

A SAR had been submitted on 10th March and was completed within the one month deadline. The FGB considered a Data Protection Impact Assessment for home working during Covid19 - the template was provided by GDPRiS. All school staff are to some extent working from home during this period. This had previously been agreed by the SLT and was ratified by the FGB. The FGB received the annual report from the school's Data Protection Officer

9 Committee Updates

Educational Effectiveness committee - no meeting due to Covid19. There was a discussion about asking the school by email questions about distance learning but also bearing in mind the current pressures on the school. Governors really appreciate what the school is doing but this would provide evidence of governor understanding and effectiveness.

Action: EE committee to email questions to the Assistant Headteacher but not before the end of June/early July

Resources committee met via google meet on 21st April

Minutes of the meeting were shared with all governors before this meeting.

EE governor questions: Has the new door been fitted? If so, how is it? Any unexpected costs? Originally scheduled for installation on 6th April but installed on 14th May. The school is very pleased with it.

There was no 'making good' to be completed by the school. A small amount of additional expenditure has been incurred by the installation of a new weather/vandal proof keypad.

Has the projector been fitted in the hall? If so has it been used? Any unexpected costs - also installed on 14th May and again, the school is very pleased. Has been used by the key worker / vulnerable children group for 'Joe Wicks' exercises.

Subsequent to the meeting, the school sought agreement to expenditure on the climbing traverse wall outside of the Headteacher's delegated authority (£7059.27 net of VAT) which was granted. There will be no effect on the revenue budget as a £1000 grant has already been received from Magnox and the remainder will come from the Community Sport Fund. The wall was installed today and a photograph shared with the governors.

OTHER MATTERS

10. Health & Safety

The annual OCC Audit was cancelled due to Covid19.

The swimming pool has not been opened up but work has taken place to make the pool safer by reconstructing the corners (where rendering had worn away) of the pool to a high standard, replacing any flaking rendering on all sides of the pool and painting with lighthouse paint.

Three roof panels from the pool enclosure were blown off during Storm Ciara in February. These have now been replaced with the cost covered by an insurance claim and work undertaken to reduce the likelihood of this happening again.

AN is keeping in touch with the school throughout the Covid19 period. OCC has provided a checklist for reopening (received in school 19th May) which will be completed and shared with AN. The RA is part of this and governors were encouraged to add comments to help in the development of this. BG will respond to governor comments and suggestions.

The school have already purchased ppe for staff (gloves, masks, aprons plus hand sanitiser and wipes) and Harwell Helpers have been asked to sew face masks for staff. SG confirmed that these are now ready for delivery to the school. Governors thanked Harwell Helpers.

Today, the school received an email from OCC H&S that a package is being sent to all schools containing:

- 500 IIR Masks
- 100 Small Gloves
- 100 Medium Gloves
- 100 Large Gloves
- 100 Extra Large Gloves
- 1 box of Aprons (600)
- Visors – 3 per School (LRF Stock)
- Hand Sanitiser 25 L

11 Safeguarding

The Annual Safeguarding report has been fully completed and submitted to OCC

LADO audit visit to school on 27th February went pretty smoothly with no major issues - e.g. an additional padlock to be put on gates **Action:** BG to share report with governors

See Covid19 Working Party report for current safeguarding details

Governor question: what are the plans for replacing Athene Miller as SENCo? Planning for staffing from September is in hand and governors will be advised in due course

12 AOB

Parent Survey

Article for a newsletter - survey last November **Action:** JM to provide BG with some headlines to go out in a letter or newsletter after half term

Website review

At the February FGB meeting, BG had advised that the school was considering an external audit on an annual basis. This has happened, the review undertaken and the kite mark added to the website (Raise Education). The review showed some minor changes required and an action plan is in place to address these. **Action:** school to share the report and action plan with governors

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Training

OCC Governor Services are providing some online training for governors. KC had taken the 'Chair'

training and reported back to the FGB. This was a one hour presentation which as a relatively new governor gave her a really good overview of governance and she would recommend this training to other governors.

Covid19

Is there anything else governors can be doing to support the school? Critical review of the RA and thanks to staff

Rob Sadler

Rob said that he leaves with confidence and that the way the school has coped with the Covid19 situation has shown what a great school Harwell is. BG expressed his own thanks as he will miss the insightful challenges provided by RS. Governors will mark the completion of his 8 years (2 terms of office) when the lockdown has been fully lifted.

Meeting finished at 8.50 pm

ACTIONS

Ref	Action	Responsibility
4.1	Advise OCC Governor Services of the completion of RS term of office and the appointment of James Thorne and Joanne Ray as Associate Members	clerk
4.2	Discuss mentoring role for new Associate Members	AP
4.3	Arrange flowers from governors to mark Athene Miller's retirement	AP
5.1	Covid19 - Provide a paragraph to parents for inclusion in letter from the school	AP
5.2	Covid19 - email for staff to DR	AP
9.1	EE governors to send questions re distance learning to school end June / early July	EE governors
11.1	Share LADO audit report with FGB	BG
12.1	Send 'headlines' from parent survey to school for inclusion in a letter or newsletter	JM
12.2	Website review and action plan to be shared with FGB	BG

Key Dates for 2019-20

	Autumn Term		Spring Term		Summer Term	
FGB	Monday 23 September	Monday 18 November	Tuesday 11 February - afternoon		Wednesday 20 May	Wednesday 8 July 6pm start
Educational Effectiveness		Tuesday 6 November 6 pm start	Tuesday 14 January 6 pm start	Tuesday 24 March 6 pm start		Wednesday 8th July combined with FGB
Resources	Tuesday 15 October		Tuesday 14 January		Tuesday 21 April	
Pay & Performance	Thursday 19 September HT - PM	Early November Teacher Salary review		Thursday 12 March HT - PM		
Gov-staff breakfast		Wednesday 18 December		Friday 3 April		
Governor staff joint meeting - RAP priorities						Wednesday 8 July 3:30 start
Open Morning and evening		Wednesday 20 November				
Meeting for new FC parents						Monday 29 June
Clerk to Governor Appraisal	Friday 6 September					