

Minutes of Full Governors Meeting

Held via Zoom, due to Coronavirus restrictions on 25/03/2020 at 6.30pm

Governing Body comprises 14 Governors, of which 14 are in post.

Quorum is 50% of those in post: 7

Present: Anna Norden (AN) – Headteacher
Governors: Colin Oakman (CO) – Chair
Andrew Baker (AB) Tina Carminati (TC)
Jason Dear (JD) Alison Fox (AF)
Lynsey Fulcher (LF) Alyson Hart (AH)
Rachel Hallam (RH) Diane Herrington (DH)
Hannah Parish (HP) Lucy Parsons (LP)

The Meeting was quorate

In Attendance: Associate Members: Wendy Whistler (WW)

Recorded by: Linda Miller, Clerk

Action

1. Welcome and Apologies for absence

The Chair welcomed all to the meeting.

Apologies received and accepted from: Nathan Keen (NK), Laura McAuley (LMc)

2. Declaration of interests

None

3. Minutes & Matters Arising from Meeting held on 12/02/2020

The minutes of the Full Governing Body meeting held on 12/02/2020 were approved as an accurate record and were signed by the Chair. Signed Minutes to be passed to the School Office for filing.

Clerk

Matters Arising & Action Points

- Chair will circulate to Governors feedback and notes from meeting parents at the February parents evening. **CO**
- Chair will put a response out to parents to thank them for the interaction and feedback at the discussions and to confirm that all points raised by parents will be discussed. Will also thank the school for facilitating the opportunity. **CO**
- Item 7 of Minutes of 12/02/20: for info that the Morris Educational Trust is looking to merge with Chesterton Community College.
- The fees increase for the Early Years Centre has been issued.

4. Committee reports:

Resources Committee Minutes of 04/03/20 had been circulated to all for information. The following was noted:

CO/JD/WW

- SFVS confirmed as to complete by 31/03/20 – **Action CO/JD/WW**

5. Head Teacher's report

AN reported:

- School is only partially closed. Mon saw 26 pupils attend, which included those from other Primaries who were not able to set up in time to take the children. Numbers have fallen during the week due to parents shift patterns, etc. Difficult to create staffing plans due to changing numbers at present. School is taking all ages of pupils from Breakfast through to After School care.
- Two areas in school created, 1 for Pre-School/Reception/KS1 pupils and the other for KS2.
- AN summarised how the staff are planning lessons and time as with so few pupils attending, they are working together in classes, although at different curriculum levels. However lessons are being kept very basic to include reading & spelling, times tables, PE, etc. Project work is included within homeworking plans.
- School is keeping in touch with vulnerable pupils whether they are currently attending or not.
- Catering team are offering packed lunches if required as well as meals at school for those attending. WW is investigating the proposed voucher scheme to help with school meals.
- Lots of admin work ongoing, including new Coronavirus admin. Teaching staff all working on in-school and homeworking lessons.
- Question raised about data collection. AN explained that CCC is collecting data to assess capacity and staff availability during extreme situations and regular updates are being sent to Head Teachers.
- Question asked about how the home working is going. Early days yet but the school has work packs planned for the next two weeks and sends these home via online links. No specific parent feedback yet.
- AN added that there is no guidance yet on the Easter holidays and need for key worker children to continue to attend school. Over, Fen Drayton & Swavesey Heads have agreed to work together to try to provide school cover for key workers if required but staff would need to volunteer to enable this.
- AN – with regard to the Summer Term, some early trips are now on hold. DFE have cancelled year end SATS, there will be no moderation, no testing nationally. Awaiting DFE advice on whether end of year reports are to be written.
- Biggest long-term issue will be getting ready for Sept if schools do not reopen until then, as pupils will miss their transition days into the new classes and teachers.
- One teacher will be retiring at the end of this academic year, therefore the school will need to recruit, but in this current situation it is not clear how this will take place.
- Financial implications – Kids Club will have some serious issues as there is no income now, although the overheads and staff costs will continue. The Government will fund Pre-School but not Kids Club.

Governors thanked AN and all of the teachers for the home packs and the advice from the school to all parents.

Chair thanked everyone at the school on behalf of the whole community.

6. Safeguarding – Governor report circulated

Items noted: issue earlier in the week with packed lunches as children were helping themselves, however this has now been re-organised. An issue with a non-working soap dispenser had been rectified.

7. Budget Update

AN thanked WW for the time spent on reviewing all of the issues and figures. AN had met with the School's Financial Adviser with good feedback on the budget proposals, however there is now the Kids Club concern. Also as this situation goes on the budget will continue to be affected and have to review. Overall the school is still looking at a balanced budget at the end of year two. However the gap in income could be substantial if the school does not return for Summer Term, as that is one third of the year's income and is usually the busiest term for pupil numbers.

8. Reports on Governor Visits No visits made

9. Training - All training, apart from standard webinar sessions, now cancelled.

10. General Correspondence – None to note

11. Items for Information and Next Meeting Agenda

Staff feedback noted giving their thanks to the amazing and excellent job in these circumstances by the Head Teacher. AN thanked all of the staff.

12. Date and time of next meeting

Weds 6th May, 6.30pm – Budget

The Chair thanked the Governing Body and closed the meeting at 7.40pm

Date	Action	
25/03/20	SFVS confirmed as to complete by 31/03/20	CO/JD/WW
25/03/20	To arrange visit to school re. boys writing	NK
25/03/20	Write up feedback from Parent/Governor drop in's from Parents Evening and circulate to governor team	CO (AN)
	Write to parents to thank them for the discussions and that all comments will be reviewed	CO

Minutes approved by the Full Governing Body at the meeting held on 6th May 2020
Meeting held online via Zoom, due to Coronavirus restrictions on meetings in person

