

**ROXETH PRIMARY SCHOOL**  
**Minutes of the meeting of the Full Governing Body**  
**Held on Zoom Virtually on Tuesday 31<sup>st</sup> March 2020 at 2pm**

**MEMBERSHIP**

**Local Authority Governors:**

\*Mrs. Rona Baker

**Parent Governors:**

\*Mr. Faisal Chaudhary

\*Adam Howard

**Co-Opted Governors:**

\*Mr. Graham Dunbar

+Mrs. Emily Antcliffe

\*Tara Furlong

\*Tania De Silva

**Staff Governor:**

+Mr. Gary Byrne

**Headteacher:**

\*Mr. Steven Deanus

**Deputy Headteacher**

+Mrs. Gibson (Associated Member)

***\* denotes in attendance***

***+ denotes apologies for absence received***

\*Mrs. Elaine Hempenstall - Clerk

**Roxeth Primary School**  
**Minutes of the meeting of the**  
**Full Governing Body Meeting held on**  
**Tuesday 31<sup>st</sup> March from 2.00pm to 3.30pm**

**Members Present:**

Steven Deanus, Graham Dunbar, Faisal Chaudhary, Tara Furlong, Rona Baker, Adam Howard, Tania De Silva & Elaine Hempenstall Clerk in attendance.

<b><u>ITEM</u></b>	<b><u>AGENDA</u></b>	<b><u>ACTION</u></b>
<b><u>1.</u></b>	<p><b>Welcome and apologies for absence and any other urgent business.</b></p> <p>The Chair welcomed everyone to the meeting. Emily had to leave the meeting attended Resource meeting before due to work commitments and lockdown.</p> <p><b>EH</b> Apologies received from Suzie &amp; Gary. Apologies were approved by the GB.</p> <p><b>AOB:</b> None</p> <p>The order of the agenda was agreed.</p>	
<b><u>2.</u></b>	<p><b>Declaration and Register of Interest</b></p> <p>There were none</p>	
<b><u>3.</u></b>	<p><b>Minutes of meeting Thursday 6<sup>th</sup> February 2020 &amp; matters arising from the minutes. (<i>circulated with agenda</i>)</b></p> <p><b>Page 3 - KL</b> has added footnote on her SEND report in the H/T report.</p> <p><b>Page 4 - SD</b> had spoken with EA &amp; GD to plan the budget.</p> <p>Governors were reminded to complete the skills audit and send to EH &amp; TF to analyse.</p> <p><b>Page 5 – AH</b> had met with SD &amp; GB to look at Colour schemes and designs for the hall and with a joiner to give a quotation to re-design the hall boards.</p> <p><b>GB</b> - had arranged for the infant building fire doors to be looked at by a LA contractor. The quotation is in hand for the council to agree the work, once the school reopens.</p> <p><b>EH</b> – added Holistic Feedback to the agenda CCFC meeting 31/3/20.</p> <p><b>EH</b> – emailed updated calendar of the GB meetings.</p> <p><b>SD</b> – confirmed SAT's tests cancelled so invigilators were not needed now.</p> <p>There were no further questions or comments and the minutes were agreed as a true reflection of the meeting and will be signed Emily Antcliffe the Vice Chair as GD was not at the last meeting.</p>	
<b><u>4.</u></b>	<p><b>Head Teacher's Report- (<i>circulated with agenda</i>)</b></p> <p><b>SD</b> – went through the report and explained this had to be rushed due to the Corona Virus and the school closure on 23<sup>rd</sup> March. The team had been amazing to make it as normal</p>	

	for the children as possible. The school remained open daily for key worker parents and vulnerable children.
<b>Q.</b>	<b>A governor asked how many children had been in school.</b>
<b>A.</b>	<p><b>EH</b> confirmed there were between 8 and 15 children daily with a small team of 6 or 7 staff including a first –aider.</p> <p><b>SD</b> -None of the parents required cover over the Easter holidays so the school will be closed for staff to rest and self-isolate. We will be on standby over the Easter period for emergency childcare cover. Staff on a certain team will be on standby. We did not want to mix staff and children with other communities and amalgamate with other schools. We wanted to reduce the risk to everyone by keeping the school open just for our children.</p> <p><b>FC</b> – had found the last letter very positive and helpful from the Headteacher.</p> <p><b>AH</b> – supported the Headteachers decision and agreed we should close for Easter holiday.</p> <p><b>SD</b> – confirmed we started providing FSM sandwich lunches but this was not manageable so vouchers have been provided instead. JB had posted these to the 54 children’s families.</p>
<b>Q.</b>	<b>A governor asked if there could be some sort of on line face to face with their teacher once a week.</b>
<b>A.</b>	<p><b>SD</b> – confirmed this could not be done for safeguarding reasons. The teachers are sending work to Sam to upload onto the website at the moment that is the only option available. Suggested website links such as the BBC are signposted to parents too. Staff are having to come into school on their team Rota so it is difficult to have regular teaching at this present time. After Easter we will look at Learning Ladders home learning so there is a structure for the children. It is good for children to have a break over Easter and have family time. Governors agreed and discussed possibilities but the school already had good practice in place and it was agreed parents cannot become teachers and learning is difficult with some children being taught at home and a few at school. The children have been sharing their work through the school email and again Sam has posted on the website where appropriate to do so.</p> <p>The monitoring week feed - back Power-point slides were discussed and governors were happy with the monitoring of teachers this term and confirmed they were happy that it had been carried out effectively.</p>
<b>Q.</b>	<b>A governor asked what the next steps were.</b>
<b>A.</b>	<b>SD</b> – Quality teaching is the priority.
<b>Q.</b>	<b>A governor asked what Teaching Assistant expectations are and do they get planning time to help support the children.</b>
<b>A.</b>	<p><b>SD</b> -No they do not and it is difficult to catch up with a teacher before lesson time as most start at 9.00am. It is difficult to change start times as contracts need changing and HR said this is difficult to do. The teacher has to catch up with T.A.s break times or lesson times. They do tend to have to learn the lesson as the teacher delivers the lessons to the children. There are inset sessions for T.A’s Miss Ryan has delivered Numicon Maths sessions recently. There are training sessions to take up for them too and counselling workshops. Appraisals are in place annually now for all staff to identify training needs.</p> <p>There were no further questions on the report</p>
<b>5.</b>	<b>Deb Whittle Report ( <i>circulated with the agenda</i> )</b>

<p><b>Q.</b></p> <p><b>A.</b></p>	<p><b>SD</b> – Went through the report.</p> <p><b>GD</b> – Thought the comments were very helpful.</p> <p><b>SD</b> – confirmed Deb will be retiring at the end of the year. It may be difficult to keep her as the school’s advisor as a consultant as we have paid to be in the Milton Keynes package as Deb has been a very good advisor to the school. The governors agreed her style of monitoring had been very clear and straight forward in moving the school forward.</p> <p>A governor noted the report stated that the T.As needed to be utilised better has this been happening.</p> <p><b>SD</b> – confirmed it is more embedded now and they were being used more effectively.</p> <p>Holistic feedback was clear in this report and differentiation is in place for SEND children which cover the agenda item on the curriculum meeting earlier.</p> <p>There were no further questions governors were very happy with the report.</p>	<p><b>SD to look at who will continue as Roxeth Advisor in Sep 2020</b></p>
<p><b>6.</b></p>	<p><b>Budget Review- Chart of Accounts (<i>circulated with agenda</i>) Budget Plan 1<sup>st</sup> &amp; 2<sup>nd</sup> draft (<i>circulated yesterday</i>)</b></p> <p><b>GD</b> – summarised what had just been discussed in the Resource meeting at 1pm today. It was agreed by the GB that SD &amp; JB would construct a 3-year budget forecast with staff that are likely to leave within this time. The bulge class funding will cease when we lose the year 6 bulge class this year, we have to cut the costs of the 2 staff when the funding stops hopefully this will be through natural wastage.</p> <p>The 1<sup>st</sup> &amp; 2<sup>nd</sup> draft budgets show 2 different scenarios 1<sup>st</sup> a fixed budget for 3 years with a deficit of £289K and a 2<sup>nd</sup> draft with a 1% Budget increment on the next 3 years which at the end a deficit of £56K. We have cut back on staffing already so SD &amp; JB will await confirmation on government funding for the staff increments to finalise the 3<sup>rd</sup> draft budget plan for the next Budget Meeting scheduled 30<sup>th</sup> April and see where savings can be made.</p> <p>Preparing a budget with no 3-year deficit can only be achieved with fully funded pay increases for staff. The Governors feel that the quality of education provided by Roxeth Primary School will be adversely affected if any more staffing cuts are implemented other than those that are associated with the bulge class.</p> <p>It was therefore agreed that our budget forecasts should therefore include one with fully funded pay increases for staff.</p> <p>The Governors noted the hard work put in by JB and SD and also that last year's projections were remarkably accurate.</p> <p>Final drafts of budget forecasts would be presented to the Resources Committee at the end of April.</p> <p>There were no further questions on the Budget Plan and Chart of Accounts.</p>	<p><b>SD &amp; JB to send final budget plan for next meeting</b></p>
<p><b>7.</b></p>	<p><b>Premises Update</b></p> <p><b>SD</b> - All updates were in the Resource committee report.</p> <ul style="list-style-type: none"> <li>• CCTV upgrade and new cameras were installed February half term.</li> <li>• Quotes for decorating the hall &amp; 2 internal new cupboard doors have been received and best value quote agreed.</li> </ul>	<p><b>SD Hall refurb &amp; infant school carpets &amp; Astro Turf</b></p>

	<p>This has been costed into the budget. Extra items of joinery for the hall boards and new curtains suggested with RSA funding possibly. To be finalised once school is open and completed in the summer holiday.</p> <ul style="list-style-type: none"> <li>• Quotes for infant school corridor carpets again to action over the summer holiday.</li> <li>• Permissions in place from the LA planning team for the Astro Pitch top playground to go ahead over the summer holiday hopefully. Reduced quote negotiated by £600 or £700. Total £16K -£17K to be funded by Sports Grant and any shortfall by the RSA.</li> <li>• Listed Building works outstanding on the windows &amp; doors are postponed over Easter and are re-scheduled for the summer break.</li> </ul> <p><b>AH</b> - had completed H &amp; S walk with GB &amp; EH. Hi-lighted areas which needed addressing were the infant fire doors.EH confirmed the LA contractor had come to inspect and have given a quotation to the council. Again this work will be done once the school resumes.</p> <p>The governors had already agreed to the above works to be carried out that are outstanding over the summer holidays now.</p> <p>There were no further questions on premises.</p>	<p><b>schedule summer break</b></p>
<p><b>9.</b></p>	<p><b>Governing Body Business:</b></p> <p><b><i>a) Report from Resource Committee Virtual Meeting 31<sup>st</sup> March 1pm 2020</i></b></p> <p><b>Graham</b> confirmed everything had been discussed in the budget planning and premises feedback above as Emily had to leave the Zoom meeting at 2pm.</p> <p><b>b) Monitoring Visits:</b></p> <p><b>GD</b> – had a phone conversation with SG re Safeguarding on 16<sup>th</sup> March at 3.30pm.and 24<sup>th</sup> &amp; 28<sup>th</sup> February visited SD regarding school business &amp; SATs preparation and invigilating. This has been cancelled as SATS have been withdrawn by the government this year. Teacher assessment will be used instead for grading purposes.</p> <p><b>AH</b> – visited 3<sup>rd</sup> February met with SD &amp; local PCSO regarding parking enforcement to put in place. 28<sup>th</sup> February met with the RSE parent working party. 3<sup>rd</sup> &amp; 4<sup>th</sup> March with SD &amp; Creative Play advisor to look at Playground equipment &amp; joiner for hall boards. 25<sup>th</sup> February with SD &amp; GB re hall refurbishment.</p> <p><b><i>a) Report from CCFC Virtual Meeting 31<sup>st</sup> March 2pm 2020</i></b></p> <p><b>Tara</b> confirmed the agenda had been discussed with all the governors today. The SIP mid-year SIP and comments from the H/T had been scrutinised. The governors were happy with the school improvement and monitoring in place at school. T.A.s were being used more effectively although because of budget constraints often re – deployed to cover staff sickness for EHCP children. Staff sickness has been a stumbling block but now the school is closed this should improve for the school financially.</p> <p>Home learning was discussed and it was agreed a good structure is in place with home learning activities posted on the website with suggested timetables. Also suggested links to websites such as the BBC were available to them. The school has a good system in place and all the teams are working hard together behind the scenes to keep school open for vulnerable children and key worker families only.</p> <p>TF -Staff survey to go out in Autumn term now agreed with the GB. An ICT visit too in the Autumn as Mr. Gefuri new in the post.</p>	<p><b>TF Staff survey &amp; ICT Autumn term</b></p>

	<p><b><i>b) Monitoring visits:</i></b></p> <p>TF 4/2/20 met with English Lead AP</p> <p>RB 14/2/20 met with SENDco KL – report to send to SD &amp; EH</p> <p>&amp; 5/3/20 attended Parent Workshop with Meena Palmar on 'Sharing &amp; Reading Books.'</p> <p><b><i>c) Summer Term Governor Training Programme (circulated with the agenda)</i></b></p> <p><b><i>EH</i></b> attended Termly Meeting for Governors at the Civic Centre 4<sup>th</sup> March the new training programme was shared this is pretty similar to this year's which has been more effective with outside consultants running training evenings and weekends for Governors that work. The programme is postponed for now due to the Coronavirus.</p>	<p><b>RB to send SEN visit report to SD &amp; EH</b></p>
<b><u>10.</u></b>	<p><b>Date of the next meetings: (<i>TBC if virtual meetings may be amalgamated</i>)</b></p> <p><b>Resources:</b> Thursday 30<sup>th</sup> April 2020 at 6.00pm &amp; Wednesday 6<sup>th</sup> May 6pm (Budget Planning meeting)</p> <p><b>Curriculum:</b> Wednesday 13<sup>th</sup> May 2020 at 5.00pm</p> <p><b>Full Governors:</b> Thursday 14<sup>th</sup> May 2020 at 6pm</p> <p>Polling Day 7<sup>th</sup> May now cancelled due to Coronavirus</p>	
<b><u>11.</u></b>	<p><b>Any Other Urgent Business:</b></p> <p>TBC when and if Zoom meetings will be required next term</p> <p>Meeting finished at 3.30pm.</p>	

Signed ..... Date.....***Chair of Committee)***