



Willow Bank Infant School

Meeting of Full Board of Governors Tuesday 30th June 2020 at 18:30hrs Minutes

Present:	Michelle Masters (Head Teacher) (MM) Becky Stewardson (Chair) (BS) Claire Frohnwieser (CF) Sonja Napier (SN) Graham Rayner (GR) Ian Tyreman (IT) Sarita Wilkes (SW)	Katherine Holmes (KH) Sheetal Keshai (SK) Shashi Rana (SR) Suzy Davies (SDavies) Sue Draper (SD) Jennie Sutton (Clerk) (JS)
Apologies	Apologies were received from Sheetal Keshai and accepted	

Item No.	Subject	Action by
1– 19/20	Apologies for Absence Apologies for absence were accepted	
2– 19/20	Declaration of Business Interests No new business interest declaration	
3– 19/20	Minutes of last meeting and matters arising 28 th April agreed as last FGB meeting, no actions to follow up. The minutes were formally approved. BS asked JS to put February and April's minutes on the website. BS welcomed JS to the group as the new Clerk.	JS
4 – 19/20	Headteacher's Report MM commented on how amazing the staff have been this term, going over and above and taking on extra work and responsibilities. Children attending have all been happy returning to school, only 3 children who struggle at drop off. We currently have 32 children attending with an additional 3 starting from Monday. Only one child tested for COVID19 after developing a temperature, test came back negative. Those children not attending from FS – remote learning is sent home once a week. 50% of those parents are uploading work to Tapestry. DK and MM have called all parents and teachers are doing a follow up call. Reasons for non-attendance vary – some are disengaged, some not coping and not willing to send in, some feel children are receiving a broader education at home. MM working hard to contact the disengaged but extremely hard to contact. Feels once fines come into effect those kids will come back to school. Some parents are struggling tech wise – we are printing out packs for those families.	

	<p>BS asked if there was a requirement to flag those disengaged? MM confirmed only if there is a social service need. If there are concerns we can do a police welfare check, however there is no legal requirement to engage at this point. One family currently being referred.</p> <p>Safeguarding – DK and/or MM always present through week. Vulnerable children have been invited into school, some coming in, some find the different environment challenging. EHCP children are in, however those with medical concerns tend to stay at home. Safeguarding training all up to date – just JS to complete. Using Edenred vouchers for the summer FSM scheme, gift cards purchased by MM for the summer term. MM confirmed value is £15 per child per week for the summer term. Costs for Covid £3240 deep clean - £1800 on supplies, and £1600 on extra cleaning, FSM vouchers, Co-op and Asda. Can't claim any loss of income for clubs, nor extra hours over holidays. Proof is required of a positive case in order to claim.</p> <p>H&S Guidance - 200 pieces of Govt guidance so far. MM has worked hard to comply with all guidance.</p> <p>Staff wellbeing – improved as time gone on, opening day nerves are gone. Everyone settled. Some concern that children can mix within pods.</p> <p>GR asked about masks and MM confirmed masks only worn when children dropped off and collected, also masks worn by lunch staff. September, masks need to be discussed with staff and what they prefer as new guidance says not necessary. MM confirmed parents are happy with frequency of parentmail communications. She thanked the Governors for all the mask sewing, flour donations, pasta etc.</p> <p>SDavies asked if all children would be back in September. MM confirmed. EWO to decide if fines will be issued from September.</p>	
5 – 19/20	<p>Transition arrangements for July IT asked about Yr2 and preparation for Yr3. Yr 3 Teachers from WBJs had a long meeting with Yr2 teachers on Monday 29th June with a thorough handover of each individual child and their stage of learning. Yr 3 will finish Yr2 curriculum in the first term to help with the transition. Rec to Yr 1 and Yr1 to Yr2, MM plans to organise a virtual transition meeting to parents one evening.</p> <p>IT queried our arrangements for our new children and families? 32 out of 60 are siblings so families know the school already. MM sent email to new parents last week, explaining staggered start. She has spoken to every nursery to discuss each child and spoken to the parents of children with any extra needs. Parents are collecting the school packs and chatting with MM. We will contact the families of the 12 packs not collected. A Teams meeting is being arranged for 8th July at 7.30pm with DK to answer chat questions whilst MM to present. EYFS children will not be allocated classes until third week of term.</p>	<p>MM</p> <p>MM</p>

<p>6 – 19/20</p>	<p>September Re-Opening Options</p> <p>IT queried that with no assessments possible, how are we managing kids from FS to Yr 1?</p> <p>MM discussed the option of using the Autumn term to spend time with the children developing skills and catching up. A gradual introduction into the next academic year eg, FS children start Yr1 curriculum in January, learn quicker over the two terms as older.</p> <p>If SATs not taken the Yr2 children will have 2 additional months to catch up.</p> <p>SDavies mentioned having a focus on the mental health of the children. Different options were discussed regarding September:</p> <p>Option One: FS in 60 for free flow and normal experience. Yr1 in 60 as above and to allow to finish FS year properly. Would do same for year 2. Teachers can move between pods.</p> <p>Option Two: Pods of 30 – inside and outside days, difficulties with free flow for FS and Yr 1. We may be able to treat whole school as a pod of 180. Staggered breaks, lunch and enter and exit points. External PE coaches will still come in for PPA cover</p> <p>SR asked about immunity testing? MM confirmed we only shut down if a positive test result. Test and trace class lists legally required if positive tests. NP queried plans for communication to parents in case someone tested positive. MM confirmed only with a positive test do you need to inform parents, not before.</p> <p>Plans for a “Walk by Wave” – current and new teacher outside, soft toys made of uniform, give them a slot, walk in, talk to each teacher, talk to MM and give gift from PTA. Same for Year 1 but no gift. Weather permitting! Will be discussed at staff meeting.</p> <p>SDavies asked about staff holiday rules in relation to quarantining guidance. Rules have changed, with air bridge countries, no quarantine, other countries still require 14 days quarantine. Only one member of staff affected and may miss September inset day. MM will communicate to all parents reference holiday rules.</p> <p>BS asked about the additional Govt funding recently announced. Education Endowment Fund has been set up for disadvantaged children (any child we deem in need of a catch up). School has to fund £12 per session per child for tutoring - not clear how this has been calculated as yet as to how much we get.</p>	<p>MM</p>
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	<p>GR asked about the announcement by Gavin Williamson for increase in teachers starting salaries. MM confirmed 3% increase last year, govt gave us 1%. We will have to find majority of the money.</p> <p>BS asked about baseline tests and whether it was true they are removed – MM confirmed yes, but we had been approached as early adopters. She doesn't think we should do it as there would be no benefit to us. Staggered start not possible with baseline tests.</p> <p>BS asked about cleaning during lunchtimes and if this was factored into the planning as wasn't clear. Cleaning during crossover period factored in – children move over and up whilst other tables are cleaned for next children.</p> <p>BS asked about playground allocation and whether the guidelines proposed allowed flexibility to move – children can swap sides over the weeks for variation, each group has a turn. FS use their own equipment in their garden.</p> <p>We discussed the Recovery curriculum which consists of English, Maths and Science only. If guideline only MM would like to ignore this as 5 year olds will not enjoy this. Would prefer a Reconnection curriculum, reconnect with learning and teaching and fill in gaps.</p> <p>Discussed if lockdown happens again, use of Tapestry, Purple Mash. Offer a book box for dropping off work at school to help those without access to technology or wifi issues.</p> <p>SDavies mentioned not many parents uploaded onto Purple Mash. BS and SW felt requirement to do so was unclear.</p>	
7 – 19/20	<p>PARENT QUESTIONNAIRE</p> <p>We discussed sending out a parent questionnaire with comment boxes on every question.</p> <p>SR expressed concerns that a survey may confuse parents and was it the right time. MM mentioned that Autumn term surveys are not so successful as parents have not had enough time in the school yet. It was agreed to use Survey Monkey to do a flexible survey with post lockdown and current questions based on previous surveys.</p> <p>IT will start working on survey tomorrow and send out a dummy link to Govs by the end of Wednesday.</p> <p>MM will send this to parents via parentmail on Saturday.</p>	<p>IT</p> <p>MM</p>
8 – 19/20	<p>Review of Strategy Work</p> <p>No comments received to BS ahead of meeting.</p> <p>BS asked MM to also cascade to staff for feedback.</p> <p>Need to agree the strategy ready for September.</p> <p>Website aim to be ready for September – BS and JS.</p> <p>SR will send comments to BS once reviewed.</p> <p>All others happy with strategy.</p>	<p>MM</p> <p>SR</p> <p>BS/JS</p>
9 – 19/20	<p>End of Governor Terms and Success Planning</p>	

	<p>SN and IT terms finish in October. IT happy to continue, SN will consider.</p> <p>SN can't be a Parent Governor as no longer parent.</p> <p>BS announced she would like to step down once her term ends in November, and does not want to take on another 4 year LA Governor term.</p> <p>IT talked about having a back up for critical roles such as finance. 7 key roles (listed on table) should be the focus for succession planning and back up plans.</p> <p>IT asked each governor to document their roles and responsibilities.</p> <p>BS to document her experience as a Chair.</p> <p>BS mentioned the NGA resource is very useful, Chair training starting in September and information on roles.</p> <p>We discussed what happens if we don't find a replacement for BS. It could be filled as the replacement LA post i.e., we can move someone into LA post and move BS to co-opted post for the interim whilst handover in place. The LA post must be elected in by November. BS to post nomination form in Teams for reference</p> <p>SN would have to be co-opted as can't be Parent Governor</p> <p>BS to put governor structure together</p>	ALL
<p>10 – 19/20</p>	<p>AOB</p> <p>MM asked for a decision on pods of 30 or 60 for September.</p> <p>All agreed year group pods of 60.</p> <p>MM mentioned Get Active holiday and wraparound clubs.</p> <p>Priority for WBIS children, 2 pods of 15, 8-6pm £29 ish for a full day.</p> <p>Currently charge Get Active £15 for the first 3 hours and £5 for remaining 7 hours. As it will be 2 classes during the summer would like to increase charge to £20 for the first 3 hours and £7 for remaining - £109 per day. 10% early bird discount to our parents.</p> <p>MM is awaiting a quote from the cleaning company but as only one extra classroom should be minimal.</p> <p>All voted to agree to go ahead with a change to the charging schedule for this summer.</p> <p>KH asked if the inset days still going ahead in 2020/2021 and was the end of term still 21st July. MM confirmed insets and end of term date.</p>	
<p>11 – 19/20</p>	<p>Conclusion</p> <p>What difference did we make tonight?</p> <ul style="list-style-type: none"> • We reviewed the transition arrangements • We discussed and agreed the options for September re-opening • We agreed a plan for the Parent Survey • We reviewed the Strategy plan for September • We discussed Governor terms and their roles and agreed to work on succession planning <p>What did we challenge?</p> <ul style="list-style-type: none"> • We challenged the Recovery Curriculum • We challenged our current home learning arrangements • We challenged the best way of helping the children back into school in September <p>What did we collect evidence of?</p>	

	<ul style="list-style-type: none"> • We collected evidence on the latest govt guidance regarding re opening in September • We collected feedback regarding staff and parents and how they are coping in the current environment. 	
	The next meeting will be on 22 nd September 2020 (tbc)	
	The meeting ended at 8.40pm	

Signed.....Position.....Date.....