

**Notes from the online discussion of Beechfield Local Governing Committee  
Meeting which was due to be held on the 24<sup>th</sup> March 2020  
completed on the 7<sup>th</sup> April 2020.**

**Governors challenge is highlighted in yellow**

*Governor actions are highlighted in italics*

Notes from email/ governor hub exchanges and notes from Clerk.

BFS – Beechfield School      CTS – Cherry Tree School      LHS – Laurance Haines School

**Action:**

- 1. Curriculum area walk round** – Postponed until the school is re-open
- 2. Welcome and apologies** – Governors were unable to attend the meeting due to the Coronavirus outbreak, a global pandemic which has closed schools across the country since the 20<sup>th</sup> March 2020.

DBS checks - Sarah Wynne and Jennifer Batanga DBS checks have been completed satisfactorily and their certificates sent to them. Fiona Lawrence will not be able to verify them until schools reopen. References are being followed up.

- 3. Comments from governors regarding the curriculum walk round** - Postponed
- 4. Notification of any other business** (Chair, HT and Clerk to be informed 48 hours before the meeting) - Postponed
- 5. Conflict of interest with agenda items to be declared** - Postponed
- 6. Minutes of the last meeting 04.02.20 and matters arising** – Carry forward including all actions

*Item 12: G: Should the school have transgender toilets?*

*SC: We can review at the Trust meeting and report back to governors.*

**Clerk (Trust meeting)**

*Item 16: Safeguarding - A document was identified by a governor through training that the schools may find helpful. The CEO and HT's will review. The clerk will notify the CEO.*

**CEO/HT (Trust meeting)**

*Item 17: There was nothing to report from the health and safety walk round. Clerk to notify the Trust*

**Clerk (Trust meeting)**

*Item 19: The governors approved an in-house training session on exclusions which will include the governors from the rest of the Trust. Nikita Mistry will email governors to check suitable dates.*

**Nikita Mistry/ All governors**


*Item 11: Governor from LHS come to talk to the governors about their Ofsted inspection experience.*

**Chair/Clerk**

- 7. Response from Trust regarding LGC items raised 04.02.20/ Any issues to be brought to LGC from the Trust**

**BFS:**

- G: Should the school have transgender toilets? RESPONSE: This will be reviewed by the HT's and CEO through the schools Equality plan
- Safeguarding - A document was identified by a governor through training that the schools may find helpful. The CEO and HT's will review. The clerk will notify the CEO. RESPONSE: The CEO is reviewing and will report back.

Signed: (Chair) 

Date: 25/06/2020

Page 1 of 7

## LHS

- G: Can we change the application form to ensure the contacts are gender neutral?  
CEO: Yes, it can be changed to parent/carer one and parent/carer two. Clerk to take to Trust RESPONSE: Approved by Trustees and to be updated by the COO.
- G: Is the parent council taking place? Should it be removed if it is not happening?  
G: We need to see what the answers are from the parent questionnaire. Can we ensure it is a question on the parent questionnaire?  
CEO: There are different versions in the schools and we need to ensure that the schools are running an appropriate system. The HT can feedback at the next meeting. RESPONSE: Trustees discussed and all Parent Councils will be in place once schools return.

## CTS

- Health and safety local arrangements – approved by governors subject to the addition of the following areas: A governor raised concerns that the Health and Safety policy did not include reference to Podium steps being used or temperature equipment calibration. The clerk was asked to check with the COO. RESPONSE: The ladders are covered under the ladder safety for steps and staff have received training. *The calibration equipment needs to be looked into further as there have been water risk assessments but this has not been mentioned. The COO will review*

## H&S

- There was nothing to report from the three schools. RESPONSE: The update meetings with the site managers have not taken place yet due to current affairs. This will resume once the Corona virus concerns are reduced.

### 8. Provide risk update for the Trust risk register - Postponed

### 9. Budget 2020/21 – Initial financial summary distributed – Financial considerations to be made to the Trust - Postponed

### 10. Consider staffing and any budget impact for 2020/21 and any budget impact - Postponed

### 11. Review and update school plan – School Plan and review March 2020 distributed prior to the meeting

## 12. Headteacher Report

Documents sent prior to the meeting:

**HT report**

**Feb 2020 Staff council**

**Pastoral Lead report to governor's March 2020**

Questions from governors and HT response

G: 18 days absence for support staff - this seems high and must be affecting outcomes...any insights?

HT: Below are up to date numbers from last week. There has been a lot of staff absence.

Some staff have been told to self-isolate from Wednesday last week due to being more susceptible to getting ill.

- Reception 1 day
- Year 1 teacher 3 days
- Year 1 teacher 2 days
- Year 3 teacher 1 day
- Year 4 teacher ½ day
- Year 5 teacher 1 day
- Pastoral 1 ½ day
- TA 9 ½ days

Signed: (Chair)



Date: 25/06/2020

Page 2 of 7

- MSA 5 days
- Admin 4 days

- 1:1 3 days

G: RWI in Y1 - cohort well behind ARE, How will progress be accelerated?

HT: Phonics was being taught twice a day in Year 1. In the morning 9-9:30 in their groups and then whole class teaching of phonics in the afternoon. Two members of staff had set up early morning phonics before school. We will need to continue with this when we return to school whether it is this academic year or next as this group need additional support.

G: How many spaces overall do we have? where are they?

HT: We currently have 413 pupils on roll

Nursery 36

• Reception 56 4 spaces

• Year 1 55 5 spaces

• Year 2 55 5 spaces

• Year 3 57 3 spaces

• Year 4 55 5 spaces

• Year 5 46 14 spaces

• Year 6 53 7 spaces

G: Our attendance at 90.2% seems down significantly? Was it 94% previously? Is the Attendance Officer's visit having an impact?

HT: 90.2% was the daily rate when I sent the report. It was 94% however since then it has gone down significantly because of Coronavirus. In the last few days of opening we only had 60% attendance, so many families were not sending in their children. At one point in one Reception class there were only 6 children.

## **CORONAVIRUS UPDATES FROM THE HEADTEACHER SINCE THE START OF SCHOOL CLOSURE:**

HT 3/4/2020

### **Week 2 School Closure Update**

We are settling into a new routine at school now. We made a rota this week so that as few staff have been in school as possible.

On Monday the heating broke so it was a bit chilly, luckily Cephas (caretaker) managed to get an engineer to fix it ready for Tuesday. The children didn't notice it was cold but the adults did!

The children have been doing lots of activities outside in the fresh air. It is very difficult with the children to enforce social distancing but we are trying our best. Most days this week there have been 11 children but, on some days,, there have been 9.

Katie Nevard has been the SLT member in school. She has set up a folder of ideas on the school server to keep the children busy while they are in school. Have a look at Twitter for some of the activities they have been doing.

This week the government released some new information about Free School Meals and issuing £15 vouchers to families. This guidance was only to issue vouchers if school catering wasn't providing meals. Chartwells are providing daily meals for the children in school and weekly meal packs for those Free School Meals who have requested it.

Alison Hayward the Pastoral Leader has delivered 4 hampers to families who have needed it. She has also been working with the Salvation Army to make up food boxes for other vulnerable families.

Myself and Alison have also been working with social workers this week, holding on line meetings for specific children and families.

Signed: (Chair)

*S Adams*

Date: 25/06/2020

Page 3 of 7

I have been working with James, Seb (LHS) and Jess and Emma from (CT) to sort out the Easter provision. James has asked Gavin from Apex to run the Easter provision - with his sports staff - which will be held at Beechfield School. Children from LHS and CT will attend Beechfield. There are 11 children from Beechfield, 2 from LHS and 7 from CT. Gavin will contact the Heads of the 3 schools if there are any issues during this time.

The school staff will be able to have 2 weeks off for Easter. Alison Hayward will keep her pastoral support going through the holidays where vulnerable families will be able to contact her. I will also be available for any needs that arise, e.g. delivering food, dealing with Children's Services etc. The SLT will be on call if anything is needed as well.

The Heads of the three schools have been talking with James, Sharon and Lizzie and we have had two meetings this week. I have also had an SLT meeting with Beechfield Staff.

I would like to acknowledge how amazing the staff at Beechfield have been this week and last week. They are all obviously worried and scared for their own health and their families but they are also very committed to the school. Many of them would prefer to be at home but have come to school and looked after some of our most vulnerable children and those children whose parents are key workers.

### **Week 1 School closure update**

Hello everyone,

We've made it to the end of the first week of school closure otherwise known as 'closen' closed but open!

The staff at Beechfield who have been in school this week have been absolutely selfless and amazing and I can't put into words how much I appreciate them!

Numbers for each day have been:

Monday 14  
Tuesday 9  
Wednesday 9  
Thursday 8  
Friday 11

Numbers have fluctuated depending on parent shifts, children self-isolating, alternative child care arrangements. We have had some 'vulnerable' children not attending (through parental choice) but their social workers have been informed.

Some Free School Meal (FSM) children have come in and collected meals this week. They have been issued with lunches for a few days so that they don't need to come to school each day. For next week we have 19/53 children who want FSMs. These will be issued on Monday by Chartwells (our catering company) for the whole week. Those self-isolating will have theirs delivered. A big thank you to Michelle Connell, Tanya Mortlock and Alison Hayward who have helped with all of this.

We have been planning for next week. Katie Nevard (EYFS Lead) will be the SLT member in school all week, I will pop in on Monday and Friday but will be available all week if anyone needs me. We think we will have more children in school next week possibly 18. This is because children who have been self-isolating will be attending.

The Trust have been talking with the Heads in the three schools to start to think about Easter provision so will update you about that when it has been finalised.

### **Coronavirus update!**

Last Friday Katie Nevard (EYFS Lead), Tanya Mortlock (Assistant Head) and myself worked extremely hard to sort out a rota and a register of children ready for Monday morning.

All parents who filled in the key worker questionnaire sent out by the Trust were individually called to see if they were critical to the Covid 19 response. Lizzie Butler personally called all of the children with Education Health Care Plans. The families who are involved with Children's Services were also called and told they could bring their children to school.

On the current register there are 9 children who have a social worker and are considered vulnerable, 4 children with EHCs whose parents would like them to attend. The others have parents who are critical workers. We are expecting a maximum of 26 children but there have only been 14 in school today. Everyday school has to upload a register to the DFE to say who has been in school.

We have split the staff into weekly teams with staff working half a day each. This means that staff will only be in school 1 week out of 4. The idea is that staff won't regularly need to be mixing with a lot of people and if they get ill, and need to self-isolate, hopefully they will be better by the next time they are on the rota.

All staff have been emailed a sheet which sets out basic expectations. I have attached it to this email so that you can see it. Staff who are at home are expected to do specific work. Phase leaders will be in contact with their staff to see what they have been doing.

On the school website all teachers have uploaded work to the class pages so that children can access this work from home. Information is also on the website and Twitter. Each class has set up a Facebook page and children are already uploading pictures and videos of what they are doing at home. These are private pages that can only be accessed by parents requesting to join. The feedback from parents so far has been very positive about this.

Myself and Tanya were outside this morning questioning all families on arrival about whether they really need to be in school. One family said no, one family said they only needed three days instead of 5. We were also talking about Easter holiday provision. This is still a work in progress but 4 children have definitely said they would need this provision.

This morning the staff who were on this week's rota and a few additional staff came into school for a meeting. We talked about the rota, activities for the children and discussed any worries or concerns the staff have. The message has been go home if you are not required. We have overstaffed each day as we are concerned that illness going forwards may impact on staffing.

The 14 children have had a great day and the weather has been fantastic. They have been outside all day!!!

Caterlink the catering company have provided school lunches for the children in school. They have also provided packed lunches for those Free School Meal children who require it. Myself and Tanya have called all Free School Meal families today to ask if they want a free school lunch and whether they need it delivered to their home or they are coming to collect. Many have turned it down saying we should give the food to someone else. Those that have come have walked to the back door of the kitchen to reduce contact.

I must say it has been very helpful to have the support of the Trust in terms of the communications that they have sent out, and the chance to talk things through with them and the Heads of the other schools.

## UPDATE FROM CHAIR OF TRUSTEES

### **School Closure**

As I am sure you will be aware the leadership teams throughout the Trust have been working flat out to ensure that all the logistics are covered and that key worker and vulnerable children are kept safe. Our teaching and support staff have also risen to the challenge. I know that as Governors you have been supporting them with this task over the last few weeks. They all really have done an incredible job in such a short time and I think we are so lucky to have such an amazing workforce - our thanks really do go out to them all. Next week will be equally challenging to evaluate how it is all working and tweak where necessary but I am sure our team will rise to the challenge!

I have written on behalf of the Trust Board us to the whole school community - see the link here:

[IMAT Trustees message 03-2020.pdf](#)

I know it will be challenging over the coming weeks (hopefully not months!)

### **Standing items:**

**13. Erasmus update - Postponed**

**14. Finance update** – report from finance meeting for information - **Postponed**

**15. Safeguarding** - Termly Safeguarding Report - **Postponed**

**16. Health and safety** – Annual inspection – COO will undertake a review on the 24<sup>th</sup> March. Verbal feedback will be provided. More formal feedback at next meeting - **Postponed**

**17. Training** – review training record and training requirements in supporting document 8.05pm - **Postponed**

Name	Induction	Safeguarding	Prevent	Exclusions	Complaints
Mrs Lesly Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr Martin Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prof Ramanarayanan Balachandran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mr James Brown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs Nikita Mistry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs Sarah Wynne					
Mrs Jennifer Batanga					

### **Online Via Modern Governor: <https://www.moderngovernor.com/>**

- Introduction to governance (module one and two)
- Prevent
- An introduction to safeguarding and child protection
- Safeguarding and school governance

**18. Governor visits - Postponed**

### **Reports distributed via governor hub**

Signed: (Chair) 

Date: 25/06/2020

Page 6 of 7

Name	Roles	Autumn	Spring	Summer
Mrs Lesly Adams	Pupil premium EYFS	Completed	HIP visit Regular meetings – HT Vocabulary review Medicine review PPG – with RAMA 12/2/20 EYFS 13/2/20	
Mr Martin Adams	Safeguarding governor. Health & Safety	Completed	Visit to be booked	
Prof Ramanarayanan Balachandran	Sports premium. Marketing	TBC	Marketing meeting Sports premium review – report to be sent	
Mr James Brown	Development Coordinator. Inclusion	Completed	Visit to be booked	
Mrs Nikita Mistry		Vocabulary review 27.11.19	Health and wellbeing – nurture award Pastoral Vocabulary review	
Mrs Sarah Wynne				
Mrs Jennifer Batanga				

**19.Clerks update** – on governor hub

**20.Any other business** - [Postponed](#)

**21.Items to be sent to Trust/ LABs** - [Postponed](#)

**22.Future Dates** – see supporting agenda 24.03.20 document

	Summer 1	Summer 2
<b>BFS LGC</b>		2/6/20
<b>LHS LGC</b>		3/6/20
<b>CTS LGC</b>		4/6/20
<b>Governor Day</b>		10/07/20
<b>Trust meeting</b>	29/4/20	9/6/20
<b>Resources Committee</b>	14/5/20 at 1pm	9/6/20 at 5.45pm 2/7/20 at 11am
<b>Trustee Day</b>		10/07/20