

**Minutes of Beechfield Local Governing Committee Meeting held on
Tuesday 2nd June 2020 via Zoom**

Name	Governor Type	Attended
Mrs Lesly Adams (Chair)	Co-opted governor	Attended
MR Martin Adams	Co-opted governor	Attended
Miss Iram Ali	Staff governor	Attended
Prof Ramanarayanan Balachandran	Parent governor	Attended
Mr James Brown	Co-opted governor	Attended
Mrs Emma Lad (Clerk)	Clerk	Attended
Mrs Michelle Connell	Associate Member	Attended
Mrs Gillian Jackson (HT)	Headteacher	Attended
Mrs Nikita Mistry	Co-opted governor	Attended
Mrs Tanya Mortlock	Associate Member	Apologies
Mrs Sarah Wynne	Co-opted governor	Attended
Mrs Jennifer Batanga	Parent governor	Attended
Mrs Lizzie Butler (SENCo)	Presenting - SENCo	Attended

Governors challenge is highlighted in yellow

Governor actions are highlighted in italics

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

Documentation sent prior to the meeting via governor hub:

Documents from the Trust – FOR INFORMATION ONLY

Trustee minutes 17/3/20

Documents from the Local Governing Committee

1. Supporting document for the agenda 2/6/20 and agenda
4. Minutes from 4.2.20 for approval
5. Notes 24.3.20 for approval
6. HT report
6. Lockdown pastoral report
6. Pupil premium update
6. Appendix 26 Infection control
6. Reopening plan
6. Risk assessment covid-19
6. Finance report
7. Annual SEND report to governors
7. Supporting learners with SEND
7. Recovery and wellbeing plan

Documents from the clerk

Meeting started at 7.01pm

Action:

1. Welcome and apologies

All governors were present at the meeting except for Tanya Mortlock who sent apologies. The meeting was quorate.

2. Notification of any other business (Chair, HT and Clerk to be informed 48 hours before the meeting) - None

3. Conflict of interest with agenda items to be declared - None

Signed: (Chair)

Date:

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4. Minutes of the last meeting 4.2.20 and matters arising

Minutes were approved and will be signed by the Chair at the earliest opportunity.
All matters arising were completed.

5. Approve the notes of the 24.03.20 including Trustee response to issues raised

The notes were approved and will be signed by the Chair at the earliest opportunity.

6. Headteacher Report

a. Coronavirus update

- I. Questions and answers from Governor Hub – see appendix A
- II. Governors and the HT thanked the staff for their excellent work during this period. The Recovery and wellbeing plan has been posted to cover the children's return to school and the support which is in place. The SENCo will cover further as part of her report.
- III. The teachers have been working very hard. They have completed summer reports, essentials for children to know when they join the next academic year, and staff have called all children every fortnight. The staff governor updated that the support from the school and the reopening plan have put parents mind at ease and supported their confidence in returning to school.

G: Could parents feel under pressure to return their children?

Staff governor: The calls have worked very well and parents have appreciated our contact. It has supported where families may have needed additional support such as pens and paper, or if there has been a change in circumstances or families are struggling. We have not put any pressure on families to return.

HT: When the food is delivered on Mondays, we have also dropped off packs of work and there is a library once a week as well. Parents can come and pick up books in the carpark. The books which are returning are kept in quarantine for two weeks

SENCo: We are also sending out work for SEN children weekly which has had very positive feedback.

G: How many per class?

HT: We have eleven per class for year 6.

G: Will there still be work set for children at home?

HT: Yes, it will be the same work as taught in school to manage teacher workload.

G: You may only need four classes and teachers for year 6 then?

HT: They may not have a teacher in future but have two members of staff initially. Depending on the return rate it may decrease. We have started with two members of staff as the bubble has to stay together and staff may need to leave the room. We are planning for the 'unplannable' and will need to continue to review and improve.

G: Could you say how many families are engaging?

HT: We know that some families are engaging as they post on the class Facebook or twitter.

G: Can we say that children are not engaging if we can find no evidence online?

HT: I will look into it and report back.

Staff: The same children continue to post but we could look into it but it would be difficult to quantify.

G: The plan is very well written and makes it clear it is a gradual and also a learning process. You said that the return plan is draft, has it been looked at by the Trust?

HT: Yes, and we are making decisions on a Wednesday about what will happen the next week. All areas will be reviewed before we increase numbers.

G: Has there been any further update from the Unions?

HT: Not to HT's directly but the Trust have consulted with them. We have put things in place to safeguard staff and children.

- IV. The Trust are looking at how to support siblings as it is not practical to have, for example, year 6 and nursery in together. The SLT have decided that the schools will continue with year 6 separately and then deal with the lower end of the school together. The schools are also offering key worker care (8am to 6pm) or explaining to parents they can choose to move to a year 6 bubble but it will be less hours.

G: Are children and staff being provided with Personal Protective Equipment (PPE)?

Signed: (Chair)

Date:

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HT: The Trust has decided that staff and children can wear a PPE mask if it makes them feel better. There is PPE available for if a child is ill or needs personal care.

- V. Child protection has continued.
 - VI. The key stage leaders' interviews have taken place and appointed and the teachers for September have been organised.
 - VII. Weekly training has been carried out for staff
- b.** Pupil premium update – distributed prior to the meeting via Governor Hub
There may be more Pupil premium children now as family's financial positions have changed and the school are following up where appropriate. The HT explained the Salvation Army have been brilliant and have delivered 40 boxes of essentials to families across the Trust. The governors discussed the support which has been offered and how amazing it has been. Families are in real need at the moment. Hot meals are also being given to families by a local charity where needed. The schools are working together to ensure there is a member of staff who speaks their first language so they can speak to the families.
- c.** Sports premium update – next meeting
- d.** Safeguarding update – continuing to carry on with the child protection requirements and carry out meetings where needed with other agencies.
- e.** Summer census (cancelled)
- f.** Pupil numbers – There have been 12 in year admissions and there are only 6 spaces for reception but there are nine children who haven't accepted places yet.
G: You have said you are going to try and create better links with the children centre?
HT: Yes, once the children have returned, I will pursue this. We will also try and attend the preschools once they are open again.
G: It is good that the school is has an increasing number of families choosing BFS as first choice over the last three years.
- g.** Site management
The site has been deep cleaned and has been regularly cleaned since. The governors thanked the site manager for all their hard work. The site has also been stocked with all the necessary cleaning products.
- h.** ERASMUS – the trip to Germany was cancelled and so we are waiting to see what will happen in the future regarding rearranging the trips.
- i.** Business Continuity Plans. Review and update.
- j.** The DfE have released an update for schools on Managing Premises during the lockdown and site managers are aware. H & S checks are being recorded.
<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- k.** Update on progress with the budget, particularly curriculum and CPD – Finance report distributed prior to the meeting via Governor Hub
Deficit of £61,000 expected and now likely to be £31,000 as a result of savings in curriculum, photocopying, staff vacancies and income from grants.

Governors were confident in the school reopening plan and risk assessment and were confident in the review process in place once the school has reopened.

The letter to parents will be sent to the chair for review and the chairs signature will be added.

Chair/ HT

7. Report from SENCo

Signed: (Chair)

Date:

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There were some issues with the change over in the system for recording (Arbor). There have been questions regarding comorbidity which was not recorded in SIMMs and make sure that it is in Arbor.

G: Education Health Care Plans (EHCP) are they taking place?

SENCo: The reviews which were set in March and April took place later but they do have to take place and no review is over six weeks left. The BFS reviews have all been on time.

SEN progress has been positive across the school especially in reading and writing but it is slightly lower for maths.

G: The Recovery and wellbeing plan is amazing and the work which has been completed is fantastic. Will parents receive it?

SENCo: We will put it onto the website but we don't want to overwhelm parents.

HT: The SENCo has worked so hard on the document and has also filmed lots of clips to support staff which is so helpful.

SENCo: We have created a training bundle for staff which includes a training course. [Further explanation of courses]

G: How will this be put into use?

SENCo: There are some entitlements for children in each bubble. They will check in every morning and use zones of regulation. It will give the children the language to explain how they feel. We will also use protective behaviours. There is also a plan week by week which will build from the bubble to the whole school community.

The pastoral team has spoken to all the SEN children and a leaflet has been sent out for SEN children which parents can use at home.

The SENCO wants to thank Fiona Prior, Inclusion support, for all her work. She has offered support for TA's, spoken to families on the telephone and dropped information etc to families where needed.

The Governors thanked Michelle for her PP report, Alison for her reports from the Pastoral team and Lizzie for the two reports presented. It is supporting governors in their understanding and involvement in the school.

8. Review the Policy tracker and any local policies due – Home School agreement – the policy was approved by governors for use.

The behaviour ladder will be sent to governors for information as it has been updated to allow for Covid-19.

HT

9. Any other business

Governor training links through Governor Hub were shown to governors at the meeting through screen share.

10. Items to be sent to Trust/ LABs

- *The HT thanked the Trust for the support and governors expressed their gratitude for the support from the central team.*
- *Check if they can swap the date with Trust in June.*

Clerk

11. Future Dates – see supporting agenda 24.03.20 document 8pm

LGC: (7pm)

Autumn term:

15th September BFS

16th September LHS

17th September CTS

10th November BFS

11th November LHS

12th November CTS

Spring term:

2nd February BFS

3rd February LHS

4th February CTS

Summer term:

8th June BFS

9th June LHS

10th June CTS

Governor open day 9th July 2021

Trustees: (7pm)

Autumn term:

7th September 2020

Signed: (Chair)

Date:

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15th December 2020
meeting and AGM

Spring term:
10th March 2021
Summer term:

15th June 2021

Resources: (11am)
Autumn term:
13th October 2020
8th December 2020

Spring term:
26th January 2021
23rd March 2021
Summer term:
18th May 2021
6th July 2021

Meeting ended 8.37pm

Appendix A:

G: Return Plan - *Indicates that each "bubble" uses a single toilet. Are there enough separate toilets in the long term to enable this, or will some toilets need to be used by more than one "bubble" – if so, will it be cleaned between "bubble" usage?

HT: Yes, there are anticipating that there will be enough toilets for Year 6 and Year 1 bubbles. Next week the teachers will call the parents and get firm numbers for year 6 and then for Year 1 the following week. We will then see how it goes for Reception.

G: Cleaning do we have enough staff to do all the extra clearing – if not are there any support staff that can be re-deployed or if not is there any contingency funds available to hire additional cleaners?

HT: Each bubble will have their own cleaning kit to keep the classroom and toilets clean throughout the day. The usual cleaning routines will then take place after school. As the whole school is not open it will give the cleaners more time to clean the Year 6 areas thoroughly. Again, I think we will have to review this as we go along.

G: Re School Plan Assume Typo text should read School has been open since 23rd March (rather than May.)?

HT: Yes, should be 23rd March not May.

G: Please can you confirm that we have no teaching staff vacancies for September. (Plan appears to indicate this)

HT: No teaching vacancies for September.

G: Can you confirm that SLT will be able to complete the normal staff performance management processes that are due at the moment.

HT: All midterm reviews were carried out. Normal procedures are being carried out.

G: What is happening about Year 6 Transition?

HT: The PST and I have been putting together a document called a Well-being and Recovery Plan which details the support for Year 6 transitions as well as transitions between year groups. This is still in the draft format. But thought has been put into thinking about Year 6 and we are in touch with other agencies to support some specific children e.g. Chessbrook and DSPL9. In addition, secondary schools have been meeting with our year 6 teachers via Zoom/Microsoft Team sessions.

G: In regards to the 15 pupils per class - how will the school manage this when it comes to space as you will probably need 2 rooms per class.

HT: I am currently thinking probably it will be 10 per class. I went in and moved some tables about and managed to get 10 tables with 2m distance between them. I have some other seating plans that I will try out in the week of 1 June to see if it is possible to have more children in a bubble but I will only do this if it is safe to do so. We will need at least 2 rooms per class. I am thinking that when Year 6 return they will take all of the upstairs classrooms in the new building plus the music room. One of the Year 6 groups will also need to have their Year 1 siblings in it so I am going to put this group in the music room. It is also dependent on numbers; we will call around in the week of June 1st to see how many years 6 and year 1 pupils are intending to return. Then we will plan the bubbles accordingly. Currently it looks like it is about a 1/3 who are a firm yes to return.

G: Has the catering company done a risk assessment? Does the school need to see this? Do we need to 'risk asses' them?

HT: Yes, the Catering company have done their own risk assessment. The kitchen has never closed as they have been serving hot meals to the key worker children since 23rd March. On the draft plan you may have noticed that it is still red as we are still working with Chartwells about this.

G: Morning / after school clubs - are these now void until September 2020?

Signed: (Chair)

Date:

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HT: Only the key worker children will be able to access before and after school provision. This is because the bubbles of children must not mix. This will be very difficult for Year 6 children who need before and after care because they will have to stay in the key worker bubble and not be with their year group. I am anticipating some difficulties here with unhappy parents.

G: Shielding staff - do we have any and if so, do we know what date roughly they can come back to work? Would they come back on a part time basis? Can the school request a copy of their shielding letter to put in their personnel files?

HT: Yes, we will have some staff that are shielding. We will request shielding letters; however, health comes first. We have discussed this at length with the Trust and feel that staff wellbeing is paramount. Each member of staff with issues will be dealt with on a case by case basis, whether that is because they are shielding or because of other issues. I have sent an email asking staff with concerns to contact me - 7 have so far. 3 of these have contacted their GPs for further advice, 1 is pregnant and so will work from home, 3 are anxious about coming back and 2 of these have spouses they are concerned about.

G: Does the school have enough PPE to last till the end of term i.e.: hand sanitizers / tissues / gloves if needs be etc.

HT: Yes, I have checked with Cephas (caretaker) he has enough until the end of term. FYI only - I've heard on the news that some schools are asking all pupils to bring in packed lunches from home for the first week only. We talked about having packed lunches, however, our concern is that for some of our children their school dinner is the only hot meal they get so we want to continue with this. Of course, those who want a packed lunch will be allowed to do so.