



## Minutes of Governing Board (GB) Meeting 38

Held on Thursday 21<sup>st</sup> May 2020 Virtually (via Teams)

### Present:

Governor Category	Name	Additional Information	End of Term
Ex-officio	Matthew White (MW)	Headteacher	Ex-officio
St Mary's Hampton PCC nominee (7)	Revd. Alan Jackson (AJ) Vera Macrae (VM) Andrew Parish (AP) Kel (Michele) Razza (KR) Revd. Ben Lovell (BL) Hilary Hart (HH)	Vice Chair, Personnel & Pastoral (P&P) Chair, Teaching & Learning (T&L) Chair, Resources Committee  Vicar, St Mary's Hampton Church; Chair of Governors	14 Nov 2020 14 Nov 2020 31 March 2022 11 March 2022 Ex-officio 1 April 2024
Parents (2)	Robert Hodges (RH)	Vice Chair of Governors; Vice Chair, Resources	26 Nov 2021
LDBS	Nick Woods (NW)		24 Feb 2024
Co-opted (Up to 3)	Paul Adams (PA) Jennifer Walker (JW)		10 July 2023 6 Sept 2021
Staff (1)	Amy Nesbit (AN)	Assistant Headteacher / Year 4 Teacher	13 Oct 2020
Observer	Julie Booth (JB)	School Business Manager	

**Also attended:** Clare Struthers (CS, Clerk)

**Apologies:** **Norma Beresford** (NB, PCC-nominated; end of term 14 November 2020)

**Sophie Tait** (ST, co-opted governor; Chair, Personnel & Pastoral Committee; 10 July 2023)

**Absent:** **Glen D'Sa** (GD, Parent Governor, 9 October 2020)

Minute	Discussion & Decisions
402	BL <b>welcomed</b> everyone to the meeting at 7.38 pm. BL said that the main item on the agenda was the partial re-opening of the school from 2 June 2020 (record of discussion at minute 407). BL said that the risk assessment circulated to governors that day, was based on the advice received from and the outcome of discussions with: the local authority, the LDBS, headteachers and the school's teaching team. BL said bearing in mind the school had no pre-warning of the government announcement of this proposed, partial re-opening, the risk assessment had been finalised within seven days, which had involved a great team effort, for which he thanked all involved. BL followed with prayer.
403	CS said that <b>apologies for absence</b> had been RECEIVED from NB and ST; the board ACCEPTED these apologies. GD was ABSENT from the meeting.
404	<b>Declarations of Interest:</b> BL, AP, ST, RH, JW and VM said that their children/grandchildren attend wrap around care provided by KOOSA Kids.
405a	<b>Previous meeting held on 2<sup>nd</sup> April 2020</b> (MA 381c) <b>Safeguarding Awareness – Level 1 Online Training Module:</b> BL reminded governors to complete this online module, as soon as possible. <b>ACTION AP, VM, JW, GD, RH, KR, ST, NW &amp; HH:</b> Online training Module – by autumn 2020 term

405b	<p><b>Minutes of the previous meeting</b></p> <p><b>Decision:</b> All governors present at the April 2020 meeting AGREED, by individually confirming their support, that the minutes were a true and accurate record of that meeting.</p>
406	<p><b>Notification of 'Any Other Business' Items</b></p> <p>A governor requested an update on the school's approach to supporting vulnerable children and children living in environments where it would be difficult to do home learning.</p> <p>MW said that this would be provided with his verbal update (minute 407).</p>
407a	<p><b>Headteacher's Update on Partial Re-opening for Specific Year Groups from 2 June 2020</b></p> <p>MW said that on Tuesday that week (19 May 2020) the school had been advised of a confirmed coronavirus case at the school; a care worker's child had tested positive. MW said that the child had been absent from school since the previous week and the other children attending school had been advised not to attend school for the remainder of the week. MW said that therefore, the school had been closed since Wednesday 20 May 202 and would remain closed until Tuesday 2 June (the potential re-opening date).</p>
407b	<p>MW said that the school's plan for the proposed re-opening to Reception, Year 1 and Year 6 had been prepared to a very tight timescale and in line with the government guidelines that were both changing and often contradictory. MW said that there had been extensive consultation to prepare the school's plans and which were fully explained in the letter circulated to parents of the three Year groups (emailed to governors that day and saved to Governor Hub for future reference). MW said that parents of the three Year groups had previously been asked to indicate whether their child would attend school if the proposed re-opening went ahead from 2 June 2020.</p> <p>MW said that the local authority had been supportive and had advised headteachers to prepare their plans for partial re-opening according to their own setting. MW said that there had been several virtual meetings to discuss the potential re-opening, including with: Councillor Gareth Roberts, who met with the borough's headteachers, and headteachers of both local maintained and LDBS schools.</p> <p>MW said that the school's plan was based on a maximum group size of 11 (eleven) children in order to try to achieve social distancing guidelines within the school's available space. MW said that it would not be possible to do so with a group of 15 (fifteen) children at St Mary's Hampton (the maximum size referenced in the government guidance).</p> <p>MW said that a full-time return of all three year groups (Reception, Year 1 and Year 6) would mean that there would be too many children and adults in the building at the same time, and was therefore the rationale for the school making a part-time offer. MW said that the group size of eleven accommodated all children whose parents had confirmed their attendance and represented a cautious and tentative approach, which the school considered to be appropriate at the present time. MW said that the part-time offer across the two-week period provided scope for the school to potentially invite further year groups later in the summer term. MW said that the school's plan would be reviewed after the initial two weeks, in terms of, for example, the way social distancing and the group sizes were working in practice.</p> <p>MW said that to deliver the two-week plan for the three year groups would involve almost all teaching staff who were available to work, to the extent that only he and Sarah Creegan (SC,</p>


407b	<p>SENCo) would be available to cover should a member of staff be absent due to illness during the period.</p> <p>MW thanked governors for their support.</p> <p>A governor asked whether the school had access to PPE in order for staff to be able to deal with a child who displayed Covid-19 symptoms while attending school.</p> <p>MW said that according to government guidance, if a child presented coronavirus symptoms while at school, the child should be isolated in the building until collected by their parent/carer and the staff dealing with the child should wear appropriate PPE. MW said that therefore a limited supply had been ordered and was in school ready for the partial re-opening.</p> <p>MW said that he hoped parents would take a cautious and conservative approach and would not send their child to school if s/he appeared at all unwell prior to arriving at school.</p> <p>A governor suggested that it might be useful to reiterate the message to parents that it was not government guidance for it to be mandatory for all staff and children to wear PPE equipment all the time at school.</p> <p>MW said that the government were expected to publish the science for re-opening schools the following day (Friday 22 May) and suggested that there might be clear advice in that documentation. MW said that therefore further communication to parents would be considered after this science documentation had been received.</p> <p>A governor asked the school's policy on visitors to the school, such as contractors, suppliers, and site inspectors.</p> <p>MW said that only school staff were going to be allowed access to the school building and only on their specific rota days; additional adults would not be given access to the school building. MW said that this would be included in the risk assessment.</p> <p style="text-align: right;"><b>ACTION MW:</b> Update risk assessment</p> <p>A governor asked the number of children expected from each of the three Year groups during the first two-week re-opening phase.</p> <p>MW said that 20 (twenty) children were expected in Year 6, and 18 (eighteen) children in both Reception and Year 1. MW said that parents had been advised that should they wish to change their choice, and wish their child to come into school, adequate notice would have to be given, which was to notify the school during the first week for attendance during the second week (explained in the letter sent to parents on 21<sup>st</sup> May 2020).</p> <p>MW said that more key worker/vulnerable children were expected to attend after half term than had been attending to date. MW said that no groups would be bigger than 11 (eleven) children, in order to be workable and safe within the space at school. MW said that therefore there would be up to about 60 (sixty) children in school at any one time for the initial two-week, re-opening phase (I.e. when Reception, Year 1 and key worker/vulnerable children were in school).</p> <p>A governor asked how the school envisaged social distancing working with Reception and Year 1.</p> <p>MW said that a 'common sense' approach would be taken. MW said that it would not be feasibly possible to keep the children two meters apart at all times, but the teaching team</p>
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407c	<p>would reinforce the message that the children should keep a space between each other and this would be more achievable with the small group sizes planned. MW said that the school was considering making a video for parents to share with their children, so that the children would be able to see the new layout for the school and therefore, these key messages could be explained beforehand and attendance at school would not be too much of an alien experience.</p> <p><b>A governor asked whether St Mary's approach to the partial re-opening was broadly similar to that of other primary schools.</b></p> <p>MW said that the same, broad principles were being followed across all schools, i.e. a part-time offer, but, for example, another one-form entry school was inviting Year 6 for the first week and Reception and Year 1 the second week. MW said that across the schools, headteachers had agreed that the children in the three specified year groups would return part-time, with each school determining the most appropriate arrangement for their setting.</p> <p><b>A governor asked whether the school envisaged the situation where the number of children was greater than the number that could be safely accommodated on the school site and whether there was a contingency plan in place to accommodate the additional the children.</b></p> <p>MW said that in order to be able to prepare the plan in place, it had been particularly important to determine the number of children who would be attending school during the two-week, partial re-opening period. MW said that the letter to parents on 21 May 2020 had clearly stated that children could not unexpectedly attend school; parents must give the school the specified notice of attendance. MW said that with the school's plan, there was additional classroom space, but there was limited spare staffing capacity, apart from himself, SC or one of the teaching assistants leading a group. MW said that the school's plan would be reviewed after the initial two weeks.</p> <p><b>A governor asked for clarification regarding the staffing capacity.</b></p> <p>MW said that teaching staff were rota'd to work four days across the two-week period. MW said that there was limited capacity to cover short-term illness and beyond that it might be necessary to close one of the groups.</p> <p><b>A governor asked whether it would be possible for a supply teacher to cover one of the groups if necessary.</b></p> <p>MW said that staffing agencies had furloughed their staff. MW said that while it would be possible for himself, SC or a teaching assistant to lead a group, it was not preferable for different adults to take different groups too often.</p> <p><b>A governor asked how the school was managing any staff anxiety regarding the impact of the pandemic and also how the school was taking into account any staff that needed to shield.</b></p> <p>MW said that all staff had been offered lots of understanding and reassurance, and the opportunity to talk about their feelings; MW said that SC had been particularly instrumental in this respect and had taken the lead. MW said that all staff on the rota had expressed the wish to be included for their desire to continue working with the children. MW said that the team were keen to return to a routine of educating the children and making a difference in their lives.</p> <p>In conclusion, <b>having had the opportunity to EXAMINE the school's risk assessment for partial</b></p>
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	<p>opening to specific year groups, and to ask questions on the school's planning, governors NOTED that this risk assessment was THOROUGH AND ROBUST (with the addition of no visitors being allowed access to the site for the two-week period).</p> <p><b>ACTION MW:</b> MW UNDERTOOK to advise the board of major updates to the risk assessment presented to this meeting on an on-going basis.</p>
407d	<p>MW said that <b>further documentation</b> in relation to the <b>partial opening</b> would be circulated to governors following the meeting.</p> <p><i>(Documents saved to Governor Hub with draft approved minutes: Cleaning &amp; Hygiene Measurements - Education &amp; St Mary's Hampton Reopening Plan)</i></p>
407e	<p>BL said that key to the success of the school's management of the closure had been the provision of regular communication based on accurate, factual information, and thanked the staff team for achieving this.</p>
<b>Committee Updates</b>	
408a	<p><b>Personnel &amp; Pastoral Committee</b></p> <p>Governors NOTED the draft <b>minutes</b> of the <b>summer term meeting</b>.</p> <p>As Chair of Resources committee, AP asked whether the proposed 2.75% increase for support staff pay had been accounted for in the 2020/21 budget.</p> <p>JB CONFIRMED.</p>
408b	<p><b>(MA 241b) Safeguarding &amp; Child Protection Policy – Covid-19 Addendum</b></p> <p><b>Decision:</b> Governors RATIFIED the Covid-19 Addendum to the Safeguarding &amp; Child Protection Policy by individually confirming their support.</p>
408c	<p><b>(MA 240e) New Policies</b></p>
408c.1	<p><b>Newly Qualified Teachers (NQTs)</b></p> <p><b>Decision:</b> Governors RATIFIED the NQT Policy by individually confirming their support.</p>
408c.2	<p><b>Children with Health Needs that Cannot Attend School:</b> A governor suggested that the school's Safeguarding and Child Protection Policy was linked, as such children were potentially at a higher risk of safeguarding issues.</p> <p><b>Decision:</b> Governors RATIFIED the Children with Health Needs that Cannot Attend School Policy with the Safeguarding &amp; Child Protection Policy referenced as a relevant link in section five, by individually confirming their support.</p>
408d	<p><b>Review of Support Staff Pay Policy effective from 1 April 2020</b></p> <p>CS said that Robert Bullett (LDBS HR) had advised that the trade unions had requested the Local Government Association offer of a 2.75% increase plus an extra day's annual leave be reviewed and were consulting their members. CS said that as a date for the conclusion of the negotiations was not known, RB had advised that in the interim the current pay policy should remain in force. CS said that once concluded, the school's Support Staff Pay Policy would be updated accordingly and consulted on accordingly, prior to FGB approval.</p>

	<p>A governor asked whether the school had a policy to adhere to the London living wage and also whether a gender pay gap review had taken place.</p> <p>BL said the Personnel &amp; Pastoral committee would consider both points at the autumn term meeting.</p> <p><b>Decision:</b> Governors AGREED the 2018-20 Support Staff Pay Policy should remain in force until the April 2020 trade union consultations with the local government association had concluded.</p>
409	<p><b>Resources</b></p> <p>The <b>minutes</b> of the <b>summer 1 meeting</b> had been circulated for governors' information.</p> <p>BL said that the meeting took place the day after the Prime Minister announced that primary schools should consider partial re-opening for Reception, Year 1 and Year 6 from 1 June 2020.</p> <p>AP said that the main points of discussion were: high priority site items; the risks associated with SLA providers due to the school closure; the March finance return and the budget planning process.</p> <p>BL advised the board that Mrs Reynolds (Director, SMSK) had submitted a Notice of Intended Legal Action. BL said that legal advice was being sought and the board would be kept updated, as necessary.</p>
410a	<p><b>AOB</b></p> <p><b>Governor Meetings – Summer 2020</b></p> <p>As Chair of the Teaching &amp; Learning Committee, VM suggested that it would be useful for governors to receive an update on the children's learning across the academic year, while acknowledging that measuring progress and attainment since the partial school closure on 20 March 202 would be challenging.</p> <p>As Chair of the Resources Committee, AP said that the summer term meeting was the necessary pre-requisite for the presentation of the final budget to the end of term FGB.</p> <p><b>Decision:</b> Governors AGREED the meetings should go ahead as scheduled and with the understanding that the focus would be on strategic matters.</p>
410b	<p><b>2020-21 Governor Meetings:</b> Governors AGREED the current days and times were convenient and therefore BL/MW/CS AGREED to prepare the next academic year's schedule.</p>
410c	<p>AN THANKED MW for his leadership of the staff team both in the lead up to and throughout the partial school closure; AN said that MW had been supportive, listening and responding to any anxieties that teachers had expressed.</p> <p>Governors supported this, acknowledging that the process has been handled in a professional manner throughout, thanking MW for his leadership and the whole staff team for their involvement.</p>
411	<p><b>Governors' meeting dates – summer 2 term:</b></p> <p><b>Resources: Monday 22<sup>nd</sup> June at 9am</b>  <b>T&amp;L: Thursday 2<sup>nd</sup> July at 4pm</b></p>



	<b>Next FGB: Thursday 9<sup>th</sup> July at 7.30 pm</b>
	<i>JB &amp; AN left the meeting at 8.23 pm</i>
<b>412</b>	<p><b>Part 2 Confidential Minutes</b> of the Meeting held on 2<sup>nd</sup> April 2020</p> <p><b>Decision:</b> All governors present at the April 2020 meeting AGREED, by individually confirming their support, that the part 2 minutes were a true and accurate record of that meeting.</p>
<b>413</b>	<p><b>SLT Response to Recommendations</b> (presented to summer term P&amp;P – see Part 2 minutes) &amp; <b>SLT Action Plan</b> (Both documents circulated as confidential items due to their contents.)</p> <p>MW said that the recommendations had been rationalised to nine key action points and had been presented as SMART targets in the action plan circulated with the papers for the meeting. A governor noted that the SLT response had been thorough.</p> <p>A governor asked that the SLT consider incorporating the <b>cultural recommendations</b> in the SLT action plan in order that these changes were monitored and measured appropriately by the GB and that the desired, positive outcome was achieved. <b>ACTION MW:</b> Update SLT action plan – present to July FGB/autumn P&amp;P</p> <p>A governor undertook to contact MW by email with some follow-up questions on the SLT action plan.</p> <p>BL said that MW would update the Personnel &amp; Pastoral committee on progress with the implementation of the SLT action plan on an on-going basis and the board would be updated appropriately.</p>
<b>414</b>	<p><b>FGB Action Plan</b> <b>Decision:</b> Governors AGREED that while the actions had been achieved and the working practices were in place, on-going compliance should be monitored through the relevant committee meetings.</p> <p><b>Decision:</b> BL, RH and MW AGREED to formulate the relevant, standing agenda items for committees and would report their recommendations to the July FGB. <b>ACTION BL/RH/MW:</b> Standing agenda items from FGB Action Plan – July FGB</p>
	<p>BL THANKED governors for their attendance and closed the meeting with prayer at 8.32 pm.</p> <p>Signed by the Chair  on 9<sup>th</sup> July 2020</p>