

**ST MATTHEW'S PRIMARY SCHOOL
EXTRAORDINARY GOVERNING BODY - MINUTES OF MEETING
WEDNESDAY 8TH JULY 2020 at 18.15 pm**

PRESENT:

R Mottershead (RM) Chair
D Lucarelli (DL)
A Gurria (AG)
C Bates (CB)
K Hehir (KH)
R Herbane (RH)
J Parkin (JP)
C Jagger (CJ)
J Murphy (JM)
R Warwick (RW)
N Perry (NP)
Mark Tinkler (MT)

T Davies (TD)	Headteacher
A Lewis (AL)	Assistant Headteacher
R Platt (RP)	Acting Assistant Headteacher

CLERK:

E Silver

Item	Agenda Item	Action
	<p>WELCOME The Chair welcomed everyone to the meeting and thanked them for attending the Extraordinary meeting at such short notice for the rescheduled time. The Chair advised that because of the busy agenda only the approval of minutes from the EGB held on the 21st May would be taken at the start of the meeting. Ratification of the other minutes had been moved down the Agenda and would be done by email confirmation if there was not sufficient time.</p>	
1	<p>APOLOGIES FOR ABSENCE There were apologies from Liz Steel. It was noted that the meeting was quorate.</p>	
2.	<p>DECLARATIONS OF DIRECT/INDIRECT PECUNIARY INTERESTS There was one additional declaration of interest – CB advised the meeting that she is H & S rep for the National Education Union (NEU).</p>	
3.	<p>MINUTES OF THE EXTRAORDINARY FULL GOVERNING BODY MEETING – 21ST MAY 20 Matters Arising/Agreed Actions Update The last meeting of the Board had been the EFGB convened to discuss the details around opening the school after half term to a wider group of children from Nursery, Reception, Year 1 and 6. The meeting approved the minutes as an accurate and complete record of the meeting.</p>	
4.	<p>UPDATE RE CURRENT POSITION OF WIDER OPENING OF SCHOOLS, NOW AND IN SEPTEMBER TD updated the meeting regarding the current position and presented his Head teacher's report. The school opening has gone very smoothly as a result of excellent planning at all levels and lots of hard work. The number of children attending at St Matthew's is significantly above both the national average and the average for Cambridgeshire at all levels of the school. The decision not to open until the 8th June for Year 6 and 15th June for younger children led to a very well controlled re-entry. It is particularly pleasing to note that 71% of Year 6 children returned to school, almost double the local average. These figures suggest that parents felt confident about the safety and</p>	

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	<p>security of the school. Additional children have joined, and another key worker bubble was opened this week.</p> <p>With regards to the plans for September TD circulated a paper highlighting the government guidance which was published the previous week. There is an enormous number of possibilities for re-opening and it is important that the school considers these to decide what is the safest way to open for all children in the Autumn. The concern is that if schools do not make the correct decisions that there will be transmission of infection within the school which would lead to closure. There are still large gaps where further information is being sought from the local authority e.g. how to identify contacts if there is a case diagnosed.</p> <p>He outlined the key decisions as</p> <ul style="list-style-type: none"> i) Are staff allowed to move between bubbles – this would require teachers to practice effective social distancing in the classroom ii) The impact of movement between bubbles on PPA – one way around this would be for the school to close on a Friday afternoon for PPA iii) The status of clinically vulnerable and shielding staff <p>In answer to questions from the governors he advised:</p> <ul style="list-style-type: none"> i) that he was not aware of any other local school that is planning to close on Friday afternoons. One of the key questions for schools is how a bubble is defined; a single class, a year group or even multiple year groups. ii) That the school must be able to provide After School club (ASC) provision but arrangements will need to be agreed as to how much the children can mix/stay in bubbles. The bigger the bubble the more children that will be affected if there was a diagnosed case of Covid-19. It is unclear how the situation would be impacted if it were child that attended ASC – would multiple classes need to be closed. iii) There is guidance on the definition of close contact for self-isolation; more than 1 minute within 1 m and 15 min when within 2 metres. On this basis any child you have approached and spoken to directly would need to be considered a close contact. This has a direct impact on the issue of staff moving between bubbles. iv) Class bubbles will be maintained throughout the day including for lunch and in the playground so that if there was a positive test only the 30 children and teacher in that bubble would need to self-isolate. Children will eat packed lunch in their classrooms – it will not be possible to use the dining room and to maintain bubbles v) There is a preference to start with bubbles of 30 but a realisation that this may become too complicated and not be sustainable and then some year group would move to a bubble of 90 children (all year group) vi) Since June 1st there have been 4 children in school who have been tested for Covid-19 – all tests were negative. The reality is that with a large school community there is likely to be at least one case and a group of children will need to be excluded – if bubbles can be kept to 30 children this will reduce the number of children out of school. vii) The school are aware that whilst bubbles can be maintained in the school many children have siblings in other years and are going to other clubs and friend's houses. The purpose of the bubbles is to protect staff as much as children who are likely to be mixing outside of school and to make things manageable from an operational point of view. viii) After School club will be operating in the summer and will be looking to maintain Year group bubbles even where numbers prevent class bubbles. ix) There has been a suggestion that to reduce risk that the ASC should not operate in the first and last week of the holiday however after consideration the club will open those weeks. If it was not functioning parents would need to make alternative childcare arrangements which is likely to lead to even more contacts and add additional uncertainty and risk. 	

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	<p>x) The school will monitor Covid-19 levels in the local area. Currently number of infections is very low, but arrangements will be reviewed if there is an increase.</p> <p>xi) It was noted that since the school needs to be fully operational in September there will need to be a teacher in every classroom. Currently the school has staff that are shielding so these situations will need to be dealt with on an individual basis.</p> <p>xii) In answer to questions about when the plans need to be finalised the Head advised that he wants a final version as soon as possible so that discussions with shielding staff can take place with a full set of information. The local authority wants risk assessments to be submitted by 21st August but the goal for the school is to finish them before the end of term so that staff and parents can be briefed on what is planned. It is important that staff feel that the work is finished so they can have a good break over the summer after a period of very intense work.</p> <p>xiii) In terms of whether the bubbles are classes or year groups the Head advised that there will be a rota for access to outdoor space, but the smaller bubble will mean children do not have access to friends in other classes. It was agreed that the school should aim to work with class bubbles initially but that there was an acceptance that in some situations it may be necessary to move to Year group bubbles. It was noted that cautious parents may feel more comfortable with the smaller bubble size.</p> <p>xiv) Concern was expressed about the risk associated with peripatetic teachers moving between classes. One way of reducing the risk is for there to be another teacher in the room so that the peripatetic teacher can be supported to maximise social distancing</p> <p>xv) TD advised that there would be a staff meeting the following day to work through all the practicalities. Areas like how small intervention groups would work are still under review and whether by strict social distancing it will be possible for children from different classes to attend e.g. separated tables for each class.</p> <p>PPA – there are currently 3 possible options</p> <p>i) Friday afternoon - childcare provision by TAs to release all teachers</p> <p>ii) Assign a staff member to each Year group - reduces movement between bubbles, but downside is that all teachers in the year group would not be able to meet together</p> <p>iii) Option as currently – provision of cover by French teacher, Sports Coach and 2 HLTAs – could lead to multiple bubbles being excluded if one of them got infected. Also, could cause concern for more anxious parents that staff are moving between bubbles.</p> <p>TD noted that different staff favour different options and it was agreed that the opinions from the staff meeting the following day should be taken into consideration before the final decision is made. The staff governors were asked their views and the following matters were mentioned</p> <ul style="list-style-type: none"> - Friday closure shortens lunch times from 1 hour to 45 minutes which some staff would find difficult. - Friday afternoon might not work for staff with children in the school - Staff may prefer to have their PPA time at home – this would be allowed - Some staff do not work Friday afternoon – how would PPA work for them? - Difficult to justify closing on a Friday afternoon since not done when financial issues and not being done by other schools - Shielding staff are likely to prefer options where bubbles are kept as small as possible and staff are not moved around. It is unlikely that the school will be able to support long term shielding of staff since there is no additional finance and they will be expected to be in school or take sickness leave or unpaid leave. 	

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	<p>Their absence would not be covered by insurance. Most shielding staff are keen to come back to work but some are anxious about the risks.</p> <p>At the end of the discussion the Full Governing Body confirmed that they were happy with the outlined proposals and understood that there might be minor operational changes.</p> <p>The FGB unanimously delegated authority to the Leadership team to finalise the plans for the arrangements for the wider opening of the school on the basis that remaining changes were at the Operational level and any strategic changes would be brought back to the Board for discussion</p> <p><i>Neil Perry left the meeting at 7.30pm</i></p>	
5	<p>RESOURCES FOR LEARNING</p> <p>a) Staffing position for September Staffing position will be clearer after discussions with shielding staff.</p> <p>b) Current Budget position TD advised that because of all the changes in spending patterns it is hard to make accurate predictions, but overall spending is on track in all areas. Spending on agency staff has been reduced but this may change significantly in September. This is balanced by the loss of Income from Lettings. Money provided for free school meals has been given to the school meal caterer who is currently providing pack lunches so that children can eat in their classrooms. It is possible that the uptake may be lower in the Autumn if the provision is only packed lunches. Current uptake is about 60 lunches each day.</p> <p>There is very little additional money that the school can claim. For example, cleaning costs are higher and there was money offered by the government, but the details indicate that this is only for deep cleaning after positive diagnosis of Covid-19. However, the situation has been eased by the carry forward achieved at the end of last year</p>	
6.	<p>RAISING STANDARDS – THE RECOVERY CURRICULUM</p> <p>There will be a review at the staff meeting as to how best to schedule the work that has been missed during Lockdown so that teachers are able to plan over the summer. There are some topics where work in the following year repeats the previous year so catching up can be done at that point e.g. data handling in Year 5 and 6. There is always some catch up work needed after the long summer break so it is likely that teachers will already have good strategies. The plan is that in September the initial focus will be on health and well-being of the children and assessing where children are – there will be some children who will not have spoken English at home for several months and will have a language deficit and this will need additional work. For children doing SATS next year it will be necessary to rejig the White Rose Maths programme to ensure everything can be covered in time. One of the staff noted that teachers would prefer not to have their PPA in the morning since this would mean missing a precious numeracy and literacy session. The extent of the recovery work needed will not be clear until assessments have been completed in September. Teachers are used to having a spectrum of ability in the classroom and plugging the necessary gaps – it will just be more extreme this year. Teachers will plan to make up the deficit in the course of the year not just in the first term.</p> <p>It was noted that some children have worked very hard at home and that children that have returned to school since half term are progressing well helped by the small class sizes. It will be important that once skills gaps are identified that targeted teaching sessions are arranged to help with the recovery programme.</p>	
7.	<p>RATIFICATION OF MINUTES OF TLOC (13TH FEB 2020) AND RESOURCES COMMITTEE (30TH APRIL 2020) AND FULL GOVERNING BODY OF 6TH MAY 2020</p>	

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	It was agreed that because of pressure of time and the length of the meeting that governors should review these minutes and confirm by email of any concerns or that they approved the minutes	
8	<p>GOVERNANCE</p> <p>a) Programme of Meetings for 2020-2021 This will be agreed by email and when it is clearer what is needed</p> <p>b) Dates and Agenda items for future meetings Another EGM may be required if there are further significant changes required when government guidance is published or as a result of discussions at the staff meeting. The assumption is that minor changes are likely to be at the operational level rather than the strategic level at which the Board operates. The only strategic decision is the closing of the school on the Friday afternoon and the rationale for this if other school are not doing something similar. It was agreed that if another EGM was needed that it would take place the following Wednesday.</p> <p>Governors will be required to sign off the final version of the RA. The final RA will be sent to governors at the end of the week for approval before it is submitted to the Local Authority. Governors should send their approval to the Co-Chair and the Head.</p> <p>The staff governor noted that not all staff can attend the staff meeting and it was agreed that the key issues should be circulated in an email to all staff from the Headteacher so that everyone is aware of the proposals. It is clear that in the short timescales we are operating in it will not be possible to consult everyone it is important that the school gets a consensus.</p> <p>c) Governor Vacancies/Parent Governor Election The Parent Governor election will be scheduled for the Autumn term so that the parents of Reception children can be involved. The exact format of the election is still to be agreed but one of the governors has been working on an electronic voting system so it should still be possible to hold the election even if the school suffered some closures.</p>	
9	<p>AOB There was no other business.</p> <p>Governors were reminded to confirm in writing the minutes that were circulated at the last meeting so that they can be approved and put on the school website.</p>	

The meeting closed at 19.50

Signed:..... Date:.....