

FOURLANESEND COMMUNITY PRIMARY SCHOOL

Minutes of a meeting of the Board of Governors of Furlanesend C.P. School held by video conference on Wednesday, February 10th 2021 at 2.00pm

PRESENT: Mrs Fran Ferguson, Mrs Helen Marks-Williams (Chair), Mrs Rebecca Norton (Headteacher), Mrs Vicki Richards, Mrs Sue Robinson.

APOLOGIES: Major Adrian Battley, Mrs Vanessa Burton.

IN ATTENDANCE: Miss Caroline Stone (Clerk).

1. **Apologies for absence:** There were apologies for absence from Major Battley and Mrs Burton; their apologies were accepted.
2. **Opportunity to declare Pecuniary Interests:** No additional pecuniary interests were declared.
3. **Governor vacancies:**
 - a. No candidates have been found.
4. **Minutes of the full Board meeting of November 11th 2020:**
 - a. Governors accepted the minutes of the meeting on November 11th 2020 as true and accurate records of the meetings. The Clerk will send the minutes to the Chair to be signed on behalf of the Board.
5. **Matters arising from the minutes:**
 - a. Mrs Robinson noted that she had not managed to do a remote check on the SCR.
6. **Teaching and Learning:**
 - a. The Head reported that it is now a new statutory requirement to have a Remote learning policy on the School website and this has been done.
 - b. Pupil/parent home learning experience: the same number of lessons are expected of pupils at home and time engagement has been good. Two thirds of pupils in each class are having their paper packs collected from School. Some pupils are doing all of their learning on-line but generally the paper-based material is preferred. A few pieces of work are submitted for assessment each week. It can also be added to the class stream. Each household is being phoned once a week by the class teacher and either the parent or child spoken to. Queries can be asked via Google Class or can be phoned in to School. There is also contact with the families on Fridays when they collect the paper pack. For most families there are two contacts a week. A Governor asked how the children are bearing up. A few are showing signs of anxiety and Danny Biscombe has been used for some social and emotional support. Generally, it has been a surprise to staff to see which children are showing signs of anxiety; it has not been the children that they would have expected. It was a shock for parents to need to support home learning but now they seem to have got into the rhythm of it. Some find that it helps to fill the days. It does ask a lot of parents but in some ways it has been found to be helpful by providing a structure to the day. The School is taking a flexible approach which is different to other schools. The Oak Academy video is being used. The Head has attended a remote provision webinar with an HMI and it was noted that the School had done well by ordering books before the summer holiday and starting to use them in the Autumn Term so the children were already accustomed to

using them before the second lockdown started. It was not what would have been chosen in previous years but it is working well. **A Governor challenged the comments in the Remote Learning Policy along the lines of ‘Governors have responsibility for ensuring the quality of provision, and ensuring staff take appropriate measures to secure data protection’.** It was noted that it is not the responsibility of Governors to comment on the quality of learning. That judgement is the responsibility of the Headteacher. Governors should be challenging her to provide evidence that she is satisfied that the quality of learning is adequate. The Headteacher said that the decision to use Google Class was partly based on its security. Laptops being donated by the community are being refused due to concerns about security and what may be embedded on the devices. Only the laptops issued by the DfE are being issued. The School has received an allocation of eleven laptops but has struggled to distribute them. They have been offered to PP and FSM children.

- c. The SIP (School Improvement Partner) had said that the Curriculum policy had improved with more signposting.
- d. The Reading and Phonics policy has been adapted to allow for remote learning.

7. Uniform:

- a. The Head said that an update is needed to the uniform policy. Y6 children have grown but while the School doesn't want pupils looking it scruffy it was felt that it would be better for families to buy uniform appropriate to the next school rather than spend money on uniform that would only get a few months of use. There are 14 pupils in Y6. Governors approved this approach.
- b. A Governor asked what had happened when the uniform was last discussed and there had been considerable consultation with parents. There had been a lot of interest. When life is more settled parents will be consulted again.

8. Safeguarding, SEND, CiC

- a. There is no change to the safeguarding tasks being carried out. Teachers are having more contact with families at the moment than usual due to the weekly phone calls. There are no Child Protection plans in place.
- b. Significant support is being given to one family and this will be written up as a case study to show how intervention by the School helped turn a family around.
- c. There has been an issue with a parent who couldn't be contacted when a child did not arrive at School as expected. Procedure was followed and the non-appearance reported to the police. One factor in this situation was that the parent had not updated contact details. A reminder has gone into the newsletter that the procedure in situations like this is for the police to be made aware.

9. Staffing:

- a. Performance management and Headteacher's performance management: Headteacher's performance management has been completed.
- b. Staff wellbeing: demands on staff are significant with remote learning in place. The work load is high with no breaks. It is not an efficient way of working. The Head has complained to the LA about twilight courses and curriculum seminars for staff. Some are starting at it is impossible for staff with young children. Notes from the training have been passed on but there is concern around training being missed. The SEN training is all being provided through twilights. Ian Bruce at CAPH is aware of the Head's concerns and agrees with her about the issue. There are concerns about discrimination and equality when some staff cannot access the training. Governors backed the Head and were concerned about the possibility of discrimination.

- c. Other staffing issues: ten percent of children didn't return to School when it reopened due to parents' worries about the Covid situation. The School Effectiveness Team is looking at the coding for such pupils who are still on the School Roll. Will staff still need to support lessons for these children?

10. Finance:

- a. Budget monitoring: Governors received a copy of the monthly budget report. £45,000 is in the budget for the extensive work to be done to the kitchen over the summer. An asbestos survey is needed. The Head is the asbestos officer and will not allow the survey to be done when she is not on the premises.
- b. Benchmarking: The DfE benchmarking did not throw up any significant points. The catering costs are explained by the size of the school although the uptake is high.
- c. SFVS: The SFVS was (to be submitted by March 31st but the deadline has now been pushed out to May. Clare will work on this.

11. Premises and Health and Safety issues:

- a. The hall floor is to be refurbished over the half term holiday. It hasn't had any attention for 11-12 years. It will cost £1,500. Some blocks need replacing too and a metal plate will be installed in a high traffic area to stop scuffing.
- b. A drain blockage has proved quite expensive. It was due to a pair of pants that a child had flushed down the loo.
- c. Volunteers have been working for some time on the air raid shelter to convert it into a music room. A building regulation survey has been undertaken but no report received.

12. Policies:

- a. Critical Incident Policy: approved.
- b. Equality and Diversity Policy: approved.
A Governor commended Emma for completing her training at the current time.

13. GDPR:

- a. No issues to report. Platforms were chosen carefully for their GDPR compliance.

This meeting would have been the last meeting for Major Battley under his current term of office. Governors agreed to approach him and ask him to take on another term. It was noted that he has difficulty with remote meetings. The Head said that Edgcombe room was being kept for use by external people and is deep cleaned. A laptop could be set up in there for Major Battley. He could access the room without passing through the school building. The clerk was asked to speak to Major Battley.

Dates of next meetings:

Wednesday, March 31th 2021 FGB meeting at 1.30pm

There being no other business the meeting closed at 2.23 pm.

Chair.....

Date.....

ACTIONS

Action

Date

Responsible Person

Pecuniary interest forms to the clerk
Approach possible Governors
Offer Major Battley another term of office

All Governors
VB, FF, Head, Clerk
Clerk