

The London Borough of Richmond upon Thames

Meadlands Primary School

Minutes of the meeting of the Full Governing Body held via Zoom App on  
Thursday 11<sup>th</sup> June 2020 at 6.00pm

**Constitution, Membership and Attendance**

<b>PARENTS -2</b>	<b>LA-1</b>	<b>STAFF-2</b>	<b>COOPTED -8</b>
Annabelle Hughes (AH)	Penny Frost (PF)	Sophie McGeoch (SMcG)	Charlotte McIntyre (CMcl)
Nigel Seymour (NS)		Sarah Taunton (ST)	Carolyn Dodds (CDo)
			Richard Smith (RS)
			Andree Frieze (AF)
			Ulrich Tiedau (UT)
			Jess Bunker (JB)
			Chloe Walkom
			Lisa Fairmaner

bold = absent

**Apologies:** None

**Absent without apologies:** None

**Also Attended:** Wendy Norman (Clerk)

<b>1.</b>	<b>Apologies and Declarations of Material Interest</b>	<b>Action</b>
<b>1.1</b>	Governors were reminded of their duty to declare any direct or indirect pecuniary interest which may relate to any matter under discussion on the agenda and none were declared.	
<b>1.2</b>	Governors were also asked to confirm, in accordance with the virtual meeting protocol adopted at the previous FGB meeting, that they were in an environment which was secure, and which protected confidentiality and all confirmed this was the case.	
<b>2.</b>	<b>Actions Log</b>	
<b>2.1</b>	Chair reviewed Actions Log and concluded that most items related outstanding governor link visits which could not be undertaken due to school closure and would be carried forward.	<b>ALL</b>
<b>2.2</b>	HT to check whether DP subject access forms had been put on school website.	<b>HT</b>
<b>2.3</b>	Chair confirmed that skills review and action on recruitment of governors would be covered by subsequent meeting of Chair, Vice	<b>Chair/ Vice</b>

	Chair and Clerk.	Chair/ Clerk
<p><b>3.</b></p> <p><b>3.1</b></p> <p><b>3.2</b></p> <p><b>3.3</b></p> <p><b>3.4</b></p> <p><b>3.5</b></p> <p><b>3.6</b></p> <p><b>3.7</b></p> <p><b>3.8</b></p> <p><b>3.9</b></p>	<p><b>Leadership and Management</b></p> <p>The Chair opened by stating that the meeting was primarily to discuss the school's partial re-opening (on 3<sup>rd</sup> June).</p> <p><i>Leadership-HT Feedback on School's partial re-opening</i></p> <p>The HT's Report for June had been shared on GovernorHub as had a short film 'Return to School' featuring the children's viewpoint on school reopening.</p> <p>HT reported that school's systems in a Covid-19 environment had been tested by the return of Yrs1 and 6 on 3<sup>rd</sup> June and Reception starting on 10<sup>th</sup> June. Gradual return had proved appropriate. School had met its risk assessment objectives. Children had understood the systems in place having seen videos preparing them before arriving back at school.</p> <p>HT thanked Don Eckford for his premises work and teaching staff for their pupil induction programme.</p> <p>Central Government had just changed its mind about returning all primary pupils to school this term and whilst HT agreed that for practical reasons this was correct she felt bereft that all pupils could not return to school. Pupils who had were very happy. They were learning as usual but with significant time spent outdoors-allotment, Yr 1 learning skipping etc.</p> <p>Teacher feedback had indicated that classes of 15 not 30, enabled them to support pupils much more.</p> <p>HT reported on 2 children who had started but then stopped coming to school due to anxiety after 10 wks at home, and class teacher was keeping in touch, Yr 6 being an important transition year.</p> <p>One issue had arisen with asymptomatic child testing positive for Covid-19 having been in school. School had reminded parents of protocol, contacted other parents and no other children had been withdrawn from hub. HT concluded that school systems had been tested but were working.</p> <p>Question had been raised regarding whether public transport access to school was appropriate? School considered it not appropriate at present.</p> <p><i>6.10pm UT arrived</i></p>	

3.10	Next week would see opportunity for further children to return and all but 5/6 Yr 6 would be present. Another 6 pupils would be restarting in Yr 1 taking the total to 18.	
3.11	HT reported that pressure was coming on school from parents to take more children back in other year groups after Central Government's recent U turn. More parents seeking places in the 'key worker' hub so they could return to work. HT explained that school aiming to help but it must be fair, consistent and based on child's needs not parents'. School was using Governments definition of key worker plus consideration of children whose parents had received help in previous 12 months eg SPA referral cases or those on cusp of thresholds. 5 children had been offered and had accepted places.	
3.12	In terms of ratios HT explained that KW hub had previously had high number of KW and low take up by vulnerable children but was now a higher number of vulnerable pupils and lower number of key worker children. Correctly trained staff needed there so impact felt on staffing.	
3.13	All staff except those shielding (3) were now being brought back into school. Regular contact being kept with all staff.	
3.14	Home learning programme had been very successful and gone 'above and beyond' but now needed to change to allow more staff back into school. Telephone call contact with home had been slightly scaled back but still maintained. (once per week for SEND pupils, once per fortnight for others)	
3.15	EY pupils' parents had been surveyed by EY Lead to get feedback over what has worked well and what not to tailor the programme further. There were to be more online videos as a result.	
3.16	Yr 2 had mostly completed their curriculum following packs sent home. More open-ended work centred on tasks/investigation now being set as preparation for Yr 3.	
3.17	HT presented to Governors the actions being taken by school to try and replicate end of year summer term events eg Meadlands Makes Tracks-walking perimeter of Richmond Park, Virtual summer concert, Yr 6 end of year show (virtual) as well as a sponsorship event related to 72 (days of closure).  <i>Next steps</i>	
3.18	HT explained it was v difficult to know what is to happen next without clearer steer from government on eg summer school provision? Which year groups next back in school? etc. Circumstances and planning	

	<p>were changing on a week by week basis and HT and SLT would be meeting on 17<sup>th</sup> to discuss how to provide closure for this year and how to induct for next year. Very difficult given implications of 2m social distancing and big change if this reduces to 1m or no distancing. SLT and staff need time to plan once criteria are known. 3 inset days are to be used in September for staff preparation before children return.</p> <p><i>Performance management</i></p>	
3.19	<p>School business is taking place as usual alongside the new procedures and the performance management of staff has been undertaken. CMcl thanked for her assistance. Staff had undertaken a questionnaire, provided evidence of performance and had a 1:1 with HT. Job descriptions had been looked at as well as roles and responsibilities for September.</p>	
3.2	<p>School keen that there is consistency of expectations of staff that are paid a TLR and as a result a TLR job description had been developed which would be shared. All had been overseen by HR.</p> <p><i>Curriculum</i></p>	
3.3	<p>Curriculum was now being focussed on by all staff (covering one area each) once they had completed reports. Staff undertaking deep dive into subject to produce the knowledge organisers etc with Intent at forefront and aiming to meet Nat Curriculum and to show clear progression from Nursery to Yr 6. SIP and Chris Byrne available to assist if necessary. Staff would be presenting on their subject to SLT at end of term. This would be starting point for governor visits when they restart. Staff are able to undertake this work as verbal feedback only to pupils presently as books cannot be marked.</p>	
3.4	<p>Chair thanked HT for her report and expressed gratitude on behalf of the governors for the extra work undertaken due to Covid-19 on top of all the regular end of year work.</p> <p><i>Engagement</i></p>	
3.5	<p>Deputy HT ST then presented a short report (shared prior to meeting on GovernorHub) on pupils with lack of engagement with school in last 5 weeks updating the report given at the 7<sup>th</sup> May FGB meeting.</p>	
3.6	<p>Governors were informed that 10% (about 23 children) between Yrs R to 6 had had some form of reasonable adjustment made since home learning had begun to take into account individual circumstances and issues.</p>	
3.7	<p>Since 7<sup>th</sup> May 5 children had been added to the Lack of Engagement spreadsheet and since half term only 2 more added. Reasonable</p>	

	adjustments listed on second page of spreadsheet and almost all children were engaging.	
3.8	School had provided lots of variety to encourage engagement with learning. CW was providing pastoral support. 4 children who were not engaging were re-joining school from 15 <sup>th</sup> June and would be in KW hub.	
3.9	<b>Governor support:-</b> Work on lack of engagement makes it clear that every child counts.	
	Chair thanked Deputy HT for her report.	
3.10	Chair then invited questions from governors on HT's report.	
	<b>Governor question:-</b> What is HT's view on using retired teachers in different buildings in locality to help bring back other year groups? HT explained that there were potential safeguarding issues and it would be difficult to provide the training that would be required. Would require high investment of time but is value from it worth it when teaching staff needed to cover what is happening already? Governor agreed with HT on the concerns involved.	
3.11	<b>Governor comment:-</b> Should not rule out the idea even if there are understandable concerns given the needs of children. HT responded that there are also financial concerns related to this –where would funding come from? Governor agreed this could only come as part of national plan with financial support.	
3.12	<b>Governor question:-</b> Has the definition of key worker changed re KW hub? School would probably not change what is considered a Key Worker further as school's capacity is close to being reached-space and staff with final wave of inductions generally. Time running out too.	
3.13	Regarding summer school idea mooted by Central Government HT points out to FGB that teaching staff have been working flat out and will need a break. Some have not had a break since February half term. However school was still thinking creatively and in touch with SIP to discuss what may be possible. RS thanked for his offer of support if needed. HT confirmed no directives from Government yet.	
3.14	<b>Governor question:-</b> What provision is in place for checking children's learning on return in September? HT confirmed baseline checks would occur in September to check where gaps in learning existed which would feed into Autumn term plan.	
3.16	<b>Governor question:-</b> What is school planning for rest of term where pupils have finished curriculum? How are school's expectations to be communicated to parents? Expectations still being communicated and incentives to keep them on board. Not a holiday starting-still have	

3.17	expectations of students and their engagement will be monitored.	
3.18	<b>Governor question:-</b> Key worker suggestion would be followed up on by HT.	
3.19	<b>Governor question:-</b> If school could devise a way of achieving it could Meadlands go ahead and offer more school return to other years? HT points out that if break away from tight risk assessment model and go beyond what Government and AfC have suggested then there is a risk carried by school if it goes wrong. Also capacity is limited and staffing almost fully used already with 2 adults per hub at any one time. Full capacity would require 19 hubs.	
3.20	<b>Governor question:-</b> Any discussion about part time hours? SLT has looked at this. On hold due to recent government announcement. Constraint is the need to keep hubs separate and time also now limited. Focus will be on Academic Visit days to have all pupils in safely this term at some point.	
3.21	<b>Governor question:-</b> If not back to normal in September what is likely to happen to accommodate 19 hubs. Too tricky to plan presently given number of variables.-need further guidance from Government.	
3.22	<b>Governor question:-</b> Regarding next year's SATS has there been teaching lost that will impact next year's results? HT responded stating that next year is likely to see a change of SATS, if they happen at all, because it would be very unfair on everyone if not. Most important is the preparation now for transitioning next year's Year 6 (especially SEND). Deputy HT JB looking at this transition- they will be meeting their new teacher and team.	
3.23	<b>Governor question:-</b> Thinking ahead to challenges in September Meadlands cannot solve problems alone, to what extent is AfC mobilising resources to support school? HT commented that AfC not in a position to offer any promises though Charis Penfold had provided excellent support and communication so far but no money could be guaranteed by AfC so no known help for building/resources costs.	
3.24	<b>Governor comment:-</b> AfC in the dark over future too especially with daily changes from Central Government. Money will be needed directly from CG if there are requirements for extra buildings/staff. No spare money in Council funding- schools finance goes direct to schools. Councillors were looking at available extra buildings within the borough- especially needed for schools that have little outside space. <b>Governor suggestion:-</b> Keep thinking creatively-don't stop working ideas up even if there are resource constraints and variables. Thinking needs to occur then work it up towards Central Government to try and achieve it.	

	Chair thanked Governors for questions and HT for her answers.	
<b>4.0</b>	<b>Budget/Resources</b>	
4.1	Chair reminded governors that the budget had been agreed at the last FGB meeting and had now been submitted.	
<b>5.0</b>	<b>Safeguarding</b>	
5.1	The Single Central List would be signed following the meeting when Chair next visited school.	Chair
<b>6.0</b>	<b>Minutes of the Last Meeting</b>	
6.1	The minutes of the last FGB meeting on 7 <sup>th</sup> May 2020 were received and <b>agreed</b> as a true and accurate record and would be signed by the Chair.	Chair
<b>7.0</b>	<b>Matters Arising</b>	
7.1	There were no matters arising from the Minutes.	
<b>8.</b>	<b>Date of next Meeting</b>	
8.1	It was proposed and agreed to bring the date forward for the final FGB meeting of the year, bearing in mind current circumstances.	
8.2	<b>Governors agreed</b> that the next FGB meeting would take place by Zoom App on Thursday 9 <sup>th</sup> July at 7pm with a Finance Steering Group meeting preceding that on Monday 6 <sup>th</sup> July at a time to be determined. AF and RS indicated they may not be able to attend that date.	<b>ALL FSG</b>

The meeting ended 7.00pm

Signed by the Chair \_\_\_\_\_

Date \_\_\_\_\_

### Summary of Actions

<i>Item number</i>	<i>Action</i>	<i>Responsible governor/ Associate Member</i>
2.1	Review actions log open items	ALL
2.2	Subject access forms on website?	HT
2.3	Governor recruitment meeting	Chair/Vice Chair/Clerk
5.1	Sign SCL	Chair
6.1	Sign FGB Mins May 2020	Chair
8.2	Next meeting of FGB 9 <sup>th</sup> July 2020 7.00pm-9.00pm <b>subsequently rescheduled for Thursday 16<sup>th</sup> July at 7.00-9.00pm</b>	ALL

List of documents:-

- FGB Minutes 7<sup>th</sup> May 2020
- Actions Log June 2020
- HT FGB June Report
- Return to School video 2020
- Headlines-lack of Engagement document

NB-highlighted sections reflect areas of particular governor focus in meeting