

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 7th May 2020 at 6.00pm

Constitution, Membership and Attendance

PARENTS -2	LA-1	STAFF-2	COOPTED -8
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: Carolyn Dodds
Andree Frieze

Absent without apologies: None

Also Attended: Wendy Norman (Clerk)

1.	Apologies and Declarations of Material Interest	Action
1.1	Apologies were received and accepted from Andree Frieze and Carolyn Dodds. Governors were informed that flowers had been sent on behalf of school to AF who had sadly suffered a family bereavement.	
1.2	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.	
2.	Actions Log	
2.1	Chair reviewed Actions Log and concluded that outstanding governor link visits could not be undertaken due to school closure and would be carried forward. However link visits must be undertaken in a fully committed way when school reopened. HT confirmed no update on other matters so items would remain open.	ALL
3.	Leadership and Management	

	<i>Leadership-General</i>	
3.1	All HT documents including HT FGB May Report and Phased re-opening of School had been shared via GovernorHub. Chair commended school on very detailed documents into which much thought had been put. Due to ongoing Covid-19 situation this meeting would focus on its impact on the school.	
3.2	HT presented on Return to School Action Plan which drew on draft document from AfC. After sharing with governors at meeting it would be shared with staff the next day. It was an overview and much more detail was embedded within it.	
3.3	Approach was to follow government guidelines and gain trust of families. AfC had been communicating with school every other day on top of guidance from DfE. However being a continually evolving situation there was currently some detail lacking.	
	<i>Plans for a Return to School</i>	
3.4	HT emphasised need for staff to appreciate whole range of responses to impact of Covid-19 from pupils and parents.	
3.5	Health and Safety implications were key and would derive from Central and Local Government advice but in any event the following would be needed:- <ul style="list-style-type: none"> • Deep clean (in addition to what has already been carried out) • De-clutter and reorganization of classrooms to allow social distancing • Protective clothing (whether in a directive or not) inc face masks • Altered arrangement for school drop off and pick up dependent on whether mornings/afternoons etc 	
3.6	Governor question:- Was HT working with other school HTs-any common thinking re PPE etc? HT responded that yes she was but no common thinking yet and there had not yet been any directive from Unions.	
3.7	Governor comment:- PPE was led by Public health England, DfE and AfC but supply of stock may prove the issue. There was also an emotional side to wearing of PPE. Prime Minister's announcement on Sunday 10 th May may throw more light on school return timing/guidance.	
3.8	HT emphasised that leadership was collaborative with PHE, AfC, and FGB.	
3.9		

<p>3.10</p> <p>3.11</p> <p>3.12</p> <p>3.13</p> <p>3.14</p> <p>3.15</p> <p>3.16</p> <p>3.17</p>	<p>HT stated that while SATS, statutory reporting etc had been cancelled staff appraisals were still to take place and a fair way of doing this was being worked up. HT requested a governor's help to do this. CMcl offered her assistance for which she was thanked. Whilst appraisals are normally concluded in October HT wishes to get this aspect finished early to concentrate on other matters later.</p> <p>HT explained that the staff had worked hard on the curriculum as governors were aware but for any summer term return re-establishing children back in school and its structure would be the crucial thing. Re-engagement with friends and recognition of different experiences during school closure being key. 3 families were known to have suffered bereavement in close family or friends and others had been very sick.</p> <p>In current circumstances school was trying to mirror the classroom for home learning focussing on which aspects were crucial. There were certain challenges for pupils learning at home but especially for SEND children.</p> <p>On return to school especially in September, assessment method will be reviewed and possibly half termly assessment (similarly to 5 years ago) re-introduced temporarily. The purpose would be to check the curriculum still has relevance. EY particularly important and DW (formerly DM) with her broad experience of EY would be moved from Nursery to Yr 1 to help transition.</p> <p>School would draw on its experience of wellbeing to deal with challenges post return and may continue some of the closure pattern eg PE more frequently, happiness half hour etc. HT would collaborate with teaching staff on this.</p> <p>Transition to Grey Court was being discussed between the schools with some form of Meadlands' send-off to be planned and links between Yr 7s and current Yr 6s to be established via Sport Club (JP)</p> <p>While national reporting had been suspended by Central Govt Meadlands still planned to send out end of year report since it was very valuable to staff, parents and pupils. Successes and targets would be reported on in a letter format which would also report on attainment to end of spring term.</p> <p>Governor comment:- School had thought through re opening proposals very thoroughly. Any indication of which years would return first? HT responded there was no clarity- thought to be Yr6 at start of week but R and Yr 5 by end. No certainty</p> <p>Governor question:-What if parents were not comfortable with reopening? HT responded that this had been discussed by HTs but not yet known if school return would be mandatory. Trust of parents very</p>	<p>SMcG/ CMcl</p>
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<p>3.18</p> <p>3.19</p> <p>3.20</p> <p>3.21</p> <p>3.22</p> <p>3.23</p> <p>3.24</p> <p>3.25</p> <p>3.26</p>	<p>important and maintained so far but rules were important.</p> <p>Governor comment:- Attendance unlikely to be mandatory until September.</p> <p>Governor question:- What would situation be if parent keen to return to work had children in different years? School aware of this issue but no guidelines yet. Biggest question for school is if return to school is not mandated then school cannot undertake both school based and on line teaching.</p> <p>Governors agreed with HT that communication was key at this point, SLT needed to take school, staff and parents with it via weekly newsletter and other possibilities such as parents evening to ensure everyone informed and can trust school's approach.</p> <p>Governors encouraged by Chair to be available to assist school in this process, answer questions etc. School should follow good communications practice taking place elsewhere through the crisis eg by Tesco.</p> <p>On safeguarding, HT had a SG action plan for return to school because there had been a significant drop in Single Point of Access (SPA) referrals (?? to 22). There was an expectation that such referrals would surge on re opening.</p> <p>Children may well need:-</p> <ul style="list-style-type: none"> • Space for children to talk with staff • Enough staff to communicate with especially if Family Support Service is stretched as is likely be available <p>CD would be assisting this support. AH offered help if required and HT emphasised that Safeguarding was foremost in the school's mind.</p> <p>Governor question:- Do thresholds for referrals change given change in circumstances? HT suggested situation was flexible.</p> <p>Governor question:- Does school have preference over which model for re-opening ie alternate days or weeks for pupils sharing classroom space? HT required more time to look at this.</p> <p><i>Issues arising from school closure</i></p> <p>Deputy HT ST presented Headlines-lack of engagement due to on school closure document which had previously been shared on GovernorHub namely:-</p> <ul style="list-style-type: none"> • 96% families engaged with remote learning • Any child not engaged being monitored and contacted by class teacher after 2 days and then discussed with Deputy HTs 	
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<p>3.27</p> <p>3.28</p>	<ul style="list-style-type: none"> • Flexible learning/timetable and text books purchased to assist those facing greater difficulties. Some at KS2 and with SEN given a separate 'classroom' to work in-system was very personalised • Monitoring updated weekly by class teacher. Discussed with HT and Dep HT each Friday. • 18 children have adjusted timetable(4 of these with ECHP) <p>An anonymous example provided to FGB of pupil who did not engage but after listening to child's needs and responding, pupil was now responding well and doing more work.</p> <p>Governor comment:- Very good to hear of customised learning and its success. This evidence should be recorded in the Above and Beyond folder ready for any future inspection.</p> <p>Agenda items <i>Curriculum review for Autumn term/Middle leadership update/Staffing updates for September</i> were all covered in the HT's report for which she was thanked and in interests of time would be taken as read where not already referred to. <i>Nursery Admissions 2020</i> would be covered under Agenda item 5 on Budget/Resources.</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>Quality of education-SEND</p> <p><i>Engagement of SEND pupils</i></p> <p>Deputy HT JB reiterated that it was a very challenging time for SEND children. There had been several weeks of changing routines with school closure and school holiday timings and continuing uncertainty. Returning to school will also be a difficult transition. Engagement had already been referred to.</p> <p><i>Risk assessments</i></p> <p>Deputy HT had shared School's Risk Assessment Form (23rd March 2020) with FGB prior to meeting and responded to questions on GovernorHub.</p> <p>She explained that all EHCP children are risk assessed for safety and well-being so that they can learn. Now it was even more important that they would be assessed for their well-being, emotional response as well as safety. EHCP pupils were ultimately the responsibility of the LA. Of the 8 families affected 1 pupil needed to be in school. Deputy HT thought numbers may increase before re-opening occurred, possibly by one additional child but rest were coping well and at relatively low risk.</p> <p>Deputy HT informed governors of risk assessment update process:-</p> <ul style="list-style-type: none"> • Fortnightly conversations between teacher and parents/children • Letter to parents of pupils with ECHPs outlining school and LA 	

	<p>statutory obligations to such pupils</p> <ul style="list-style-type: none"> • Higher risk SEND children being risk assessed even if not ECHP <p>Preserving well-being of pupils was highest priority.</p>	
4.5	<p>Currently 2 SEND and 1 ECHP pupils were raising concern (emotional wellbeing) and one was to be referred to SPA as a result of school's significant concern.</p>	
4.6	<p>Governor question:- Very impressed with school's approach and that it seemed to have a very good sense of situation at home but how confident were staff of this when they could not actually see inside/visit the home? Response- good point but school has very good relationships with families and this helps in the current adverse circumstances. Evidence of this is that families come forward when a problem arises and shares it with school. School is trusted and key part of JB role currently is problem solving. Confirmed she was currently confident of her assessment.</p>	
4.7	<p>In terms of engagement all families contacted weekly, more often for SEND children if appropriate (some daily if needed). Other forms of engagement already referred to but one example was that a staff member and dog had visited a child to encourage them to go out of the house for a walk. Telephone calls to children had reassured them.</p>	
4.8	<p>School was keeping a Lack of Engagement schedule to monitor situation. Summary:-</p> <ul style="list-style-type: none"> • 18 children on lack of engagement schedule • 4 out of 8 ECHP have had reasonable adjustments made, 1 additional child receiving 1:1 support in school and a further one receiving daily contact with member of staff team focussing on his mental wellbeing rather than academic • Only 4 of 21 pupils receiving SEND support struggling to engage but adjustments have now been made (flexible timetable, additional resources etc). <p><i>Transition Plans for SEND pupils and Annual review process</i></p>	
4.9	<p>Transition plans being made in anticipation of return to school and due to different ways of returning school would be taking into account parent and child views.</p>	
4.10	<p>Annual reviews were required and due shortly. Deputy HT explained that of 7/8 required 3 had been successfully undertaken by video conferencing and 4 more would be taking place next term.</p>	

<p>4.11</p> <p>4.12</p> <p>4.13</p> <p>4.14</p>	<p>Important consideration was the transition to secondary school of the Yr 6 pupils. Given that Speech and Language Therapy and Occupational health therapists had been redeployed within NHS those services had suddenly gone and instead of covering off these areas in ECHPs Deputy HT now had to cover that.</p> <p>Governor question:- Two children were due to be assessed for ECHPs in spring-had that now been delayed? Response-Early stage of that presently-Educational Psychologist's report next week. Guidance issued had suggested that there were no changes to AfC taking requests but certain considerations in process may take longer. Deputy HT starting to submit evidence on one pupil even if not all input (eg therapeutic) available. Other pupil requires OT input so that case held off until summer.</p> <p>Governor question:- Could interim support besought for families? Response- Evidence required to get ECHP however Deputy HT would consider Governor comment that this support would help provide that evidence.</p> <p>Deputy HT was thanked by Chair for her work in this area and further commented that good questions and comments on this had been shared on GovernorHub. As it would be a busy term perhaps extra resources may be required on this?</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>Budget/Resources</p> <p><i>Impact of Covid-19 /Budget monitoring</i></p> <p>Draft summary meeting notes of the FSG's virtual meeting held on 4th May had been previously shared on GovernorHub.</p> <p>Chair summarised as follows:-</p> <ul style="list-style-type: none"> • Covid-19 had impacted on budget both negatively on income but positively on expenditure reductions • School Business Manager had done a good job and minimised losses. • HT's work at Kew had brought in additional income • Budget impact was cost neutral and Covid-19 caused no detrimental impact on budget as currently foreseen. • Very pleasing for governors to hear this. <p>SBM's forecast had assumed a September return so flexibility had already been built in but as that envisaged 100% return which may not occur, SBM had been asked to look at figures assuming 75% and 50% return as well to see what impact that reduced return would have.</p>	

5.4	<p>Continued monitoring by FSG planned and updates to FGB as appropriate would occur.</p> <p>There were no questions from governors and Chair explained that whilst final budget did not need to be submitted until June, it could be agreed and submitted now given that governors had agreed the draft in detail in March and that it was not likely to change before the deadline for submission.</p>	
5.5	<p>Governor question:- Would budget need re considering once Government statement heard on Sunday? Chair considered this a good point but with assumptions based on a September start there was confidence in having flexibility to weather any smaller changes in budget and monitor situation. Current budget is fine for starting point. During the next year it may need extra funding but presently it is also not known what may come from Central government.</p>	
5.6	<p>Governors agreed budget for submission.</p> <p><i>Wraparound care</i></p>	
5.7	<p>This had been delayed due to Covid-19 and would be followed up later.</p> <p><i>Update on Grants</i></p>	
5.8	<p>This had been delayed due to work relating to Covid-19 and would be followed up later.</p> <p><i>Nursery Build</i></p>	
5.9	<p>Chair invited new governor LF to give an update on progress of this project in which she had been assisting HT and SLT on its initial stage.</p> <ul style="list-style-type: none"> • Meeting occurred then walk around on 27th April with school team including HT, DW, 2 parents who were architects, LF. • 1st May meeting with LA property services team-productive discussions were had. • Ability for school to influence build and to incorporate consideration of Covid-19 on build programme. • Starting point of LA was amount (sq m) floorspace allowed as shown in initial drawings. DW interacted with what was required, reception area, ambition/ethos of school and access to outside, nature etc • School wishes to be intelligent client and much info was conveyed to architects via inception meeting. Initial drawings can be altered to reflect this. • LA open to Meadlands conversing with The Russell School and learning from that experience • School keen to provide a lot of information to architect from start 	

<p>5.10</p> <p>5.10</p> <p>5.11</p> <p>5.12</p> <p>5.13</p>	<p>to be spend efficient</p> <ul style="list-style-type: none"> • There had been some slippage due to Covid-19 and LA keen to appoint architect but conversation first within Meadlands to decide it's brief. <p>LF explained that whilst LA had initial proposal shown as traditional brick build, there could be shortage of materials from impact of Covid-19 and a modular build (built part off site) could be better to reduce on-site build time. LA had agreed to this.</p> <p>LF had also had dialogue with Richmond Council for extra money from carbon offset fund for a more sustainable building to be built. This may provide extra funding over what has already been agreed.</p> <p>LF was thanked for her very useful contribution to the project and asked to be Link Governor to the project to which she agreed. Governor Link updates to be provided by GovernorHub rather than waiting for FGB meetings.</p> <p>Governors agreed with Chair's view that the nursery build could be a great project to energise the school post closure.</p> <p>Governor question:-Was there any intention to get pupils involved in project? HT said there was and it would fit well with the Dream Big goal of the school but she did not want pupils involved as a token gesture but as a genuine contribution.</p>	<p>LF</p>
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p>	<p>GDPR Update</p> <p>HT reported that Deputy HT ST had spoken with DPO that day. GDPR was continuing to be monitored during school closure.</p> <p>Main issue-use of personal phones by staff to contact pupils in their homes. GDPR important but keeping contact with pupils also important at this time. DPO rates that as relatively low risk but not possible to record.</p> <p>HT reported that permission had been sought for calls/videocalls with flexibility to use as required during school closure. This was considered "a reasonable adjustment" in GDPR terms.</p> <p>Parents had started sending photos of pupils and their work to staff. Parents had been reminded not to do this, that school partnership code was 'staff to pupil/parent' and not the reverse.</p> <p>Staff phones to be checked for deleted photos etc.</p> <p>Governors discussed the Youtube videos and content eg in regards to pet assembly. This only occurred with consent and You tube was not for open or public access as a link was required. Storage time ie</p>	

	retention of videos and images a relevant question.	
6.7	One parent had requested teaching via live videoconferencing rather than pre-recorded and school had referred to directive from AfC not to use Zoom for example- not secure enough.	
6.8	Situation would be monitored however especially given possibility of some pupils returning and others remaining at home in short term after re-opening.	
6.9	Governor question:- Were pupils asked for their consent or just parents? Good point, children should be asked too.	
6.10	Governor comment:- Problem with Zoom is what may inadvertently occur in background of zoom user. In class there is control, with pupils at home there is no control.	
6.11	Chair summarises that monitoring of methods of teaching remotely would continue as situation evolves.	
7.0	Behaviour and Attitudes	
7.1	Governors were asked to note the contents of the HT's weekly School Closure Diary.	
8.	Personal development	
	Support work at Kew	
8.1	HT commented briefly on her consultancy support work for another school and commented that whilst it was hard work, her heart lay with Meadlands and it was bringing in extra funding for Meadlands. Governors thanked her for her effort and contribution which financially was helping Meadlands be in a balanced budget position and agreed with HT to see how situation panned out on school reopening.	
	Governance	
8.2	Clerk reported on potential need to amend Code of Conduct due to continuing likely need for virtual meetings and the current restriction in Code of Conduct to limit that to 2 per academic year. Proposal was to use wording which limited over use such as "only in exceptional circumstances such as Covid-19 and school closure".	
8.3	Governor suggestion:- "force majeure" and acknowledge need to "meet as often as possible". Governor suggestion:- May be no need if circumstances are covered in the Coronavirus Act 2020.	
	Governors agreed that clerk would liaise with AfC for advice on this.	Clerk
	Governor Visits schedule	
8.4	Governor visits outstanding were shown on Actions Log as set out	

below but presently clearly no visits could take place (with the exception of the safeguarding visit undertaken by Link Governor just before Easter) and common sense would need to be applied as to when to restart those following school re-opening. Chair indicated that governors needed to think how best to do them and commit to them.

H&S	UT	As soon as appropriate
PE/Sports/HL	RS	As soon as appropriate
SMSE	NS/CW	As soon as appropriate

UT
RS
NS/CW

Membership Review

8.5

Clerk advised that with LF joining the FGB its membership was complete however with three vacancies arising at the end of summer term with CMcl, CDo and RS's planned leaving three vacancies would arise.

8.6

Recruitment for the vacant positions could be from the school parent population, local community and from organisations such as Inspiring Governance which was designed to introduce would be governors to schools seeking governors.

8.7

Before commencing a recruitment campaign Chair initiated a discussion on the existing skills base (both personal and professional) of the current FGB members and skills considered important going forwards so that new governors could be sought with the skills required for what the school needed, including in the light of Covid-19 impact.

8.8

Firstly various governors their skills base which as one or more individuals included:-

- Sound analysis of data and published performance tables/stats
- Eye for detail in documents and policies eg SEND/PP
- Overview of wider LA considerations
- Long experience in Meadlands school and local area
- Experience useful for Nursery Build project
- Business/pragmatic view

8.9

As well as considering the skills of recent leavers from the FGB Governors also discussed what skills might be required going forwards which included:-

- H&S very important therefore skills needed to make sure these met- from civil service?
- Management of people
- Communications, marketing
- HR on policy side?
- Contract management re Nursery Build.

8.10

Chair and Vice Chair would put a plan together to recruit skills needed,

	<p>Inspiring governance would be used and also other contacts known to governors.</p> <p>Governor Training</p> <p>8.11 Clerk reported that whilst in person training had been cancelled by AfC until 20th May as they were no doubt aware- some on line training still available should governors have the opportunity. Subsequent to the meeting AfC updated that both the 'SEND for Governors' and 'Getting to Grips with Governance' programmes (two part sessions each) had also been cancelled and that the remainder of sessions for current school year would be held virtually including:-</p> <ul style="list-style-type: none"> • Safer Recruitment • Performance Management of the Head teacher • Clerk's Briefing • Joint Partnership Meeting for Chairs and Vice Chairs. <p>Governor Hub Update</p> <p>8.12 The FGB agreed that sharing via GovernorHub seemed to be working well and was proving very useful.</p>	<p>Chair/ Vice Chair</p>
9.	<p>Safeguarding</p> <p>9.1 Governor Link reported briefly on her pre-Easter visit to school when some pupils were still attending during the general closure. A small number of children had been offered opportunity to continue attending school along with children of key workers.</p> <p>9.2 She reported that staff must continue to use Child Protection Online Monitoring and Safeguarding system (CPOMS) throughout school closure</p> <p>9.3 HT reported that a report had been sent to the school's insurers on H&S.</p> <p>9.4 Deputy HT had undertaken RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) report to AfC and this had now been sent on to RIDDOR.</p> <p>9.5 The Single Central List would be signed following the meeting when Chair next visited school.</p>	<p>Chair</p>
10	<p>Minutes of the last meeting –</p> <p>10.1 The minutes of the last FGB meeting on 12th March 2020 were received and agreed as a true and accurate record and would be signed by the Chair.</p>	<p>Chair</p>
11.	<p>Matters Arising</p> <p>11.1 There were no matters arising from the Minutes.</p>	

12.	Date of Next Meeting	
12.1	The date of the next FGB meeting was agreed as Thursday 11th June 2020 at 7.30am-8.15am. Though meeting now not required to approve final budget it was retained in case it was required to discuss matters related to re-opening/ circumstances re Covid-19	ALL

The meeting ended 8.00pm

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
3.9	Staff appraisals work	HT/CMcl
5.11	Update via GovernorHub on Nursery Build	LF
8.3	Advice re Code of conduct from AfC	Clerk
8.4	Governor visits as soon as is appropriate H&S PE/Sport/HL SMSE	UT RS NS/CW
8.10	New governor recruitment plan	NS/AH
9.1	Sign SCL	Chair
10.1	Sign FGB Mins March 2020	Chair
12.1	Next meeting of FGB 11 th June 2020 7.30am-8.15am	ALL

List of documents:-

- FGB Minutes 12th March 2020
- Actions Log March 2020
- HT FGB May Report
- Return to School Action Plan May 2020
- Phased Reopening of Schools Document
- Headlines-lack of Engagement document
- School's Risk Assessment Form 23rd March 2020
- Finance Steering Group Draft Meeting Summary Notes 4th May 2020

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