

WEST HOVE INFANTS SCHOOL GOVERNING BODY MEETING

Thursday 23rd April 2020 via Zoom

Attending: Denise Morton (chair) Abby Hedger Jones, Carole Kite, Sonia Turney, Jason Smith, Ben Massey, Wendy Harkness, Lou Smith, Joanne Alexander, Eleanor Fagan, Ruth Wragg-Jones, Rex Heasman

Apologies, Clare Moonan, Julia Wolage

1	<u>Protocols for the meeting</u>	
2	<u>Welcome and catch up</u>	
3	<p><u>Minutes of previous meeting</u></p> <ul style="list-style-type: none"> • Minutes agreed as accurate and approved • There has been no opportunity to get Ofsted feedback from other schools, due to the lockdown. • Governor lanyards and Training on access to One Drive will be scheduled when FGB resumes face to face meetings <p>Action outstanding:</p> <ul style="list-style-type: none"> • EF to provide photo for website to Nikki • Info on E2L variation in level of progress in ASP to be rescheduled to future FGB agenda • New format of the HT's report, will need to be moved forward to subsequent meetings • Schedule action to next meeting for Governors to check blog on website 	<p>EF</p> <p>DM/AHJ</p> <p>DM/AHJ</p> <p>DM/AHJ</p>
4	<p><u>Head Teachers Report</u></p> <p>A written report was circulated prior to the meeting</p> <p>a) <u>Business Critical decisions</u></p> <ul style="list-style-type: none"> • Budget expenditure and income and budget codes that had been significantly over or underspent were discussed. • It was noted that the close down figure is slightly higher than expected but the three year projection is still of concern and the HT and Co-Chairs will resume discussions with BHCC about the long term future once schools are released from the lockdown. • The school is unlikely to be making any new teaching or support appointments this year. <p style="text-align: center;"><i>Q Were there any concerns raised in the Auditors report? Verbal report from Auditors raised nothing of major concern, we have not yet received written report due to lockdown, WH will enquire when they are able to provide the written report.</i></p> <p>b) <u>Vulnerable pupils</u></p> <ul style="list-style-type: none"> • The School Road site is open for the children of key workers and vulnerable pupils. Between 3 and 5 children have been attending, with 12 on average, which fits with the BHCC statistics of 2-3%. 	<p>WH</p>

Q What is the criteria for deciding which children are vulnerable other than those who are children of key workers or have an EHCP, and what action is taken?

Vulnerable children not attending are being contacted at least weekly and there is on-going communication with social workers where children are known to Social Care. There is a plan to send reconditioned school laptops to vulnerable children.

Where there has been no log into Seesaw this is followed up by teachers, but we are sensitive to there being a number of reasons why there is no log in, teachers explore with parents and log both calls where there are concerns and calls where there are not, e.g. parents may be using a different learning platform, they may be ill, may be caring for dependents who are ill. Lack of log in does not mean we will have to report concerns.

c) Building security

- SR is open for all children attending WHIS and CR has been closed.
- 2 cleaners have been assigned to CR building to do a deep clean in preparation for re-opening

Q Are there any concerns about security or issues of vandalism at the closed site? *No, BHCC issued a checklist that has been followed by the site manager. We will need to look at caretaking when we come out of lockdown due to site manager being shielded.*

d) Support given to parents to educate children at home

- School has organised the use of Seesaw as the main remote learning resource. This has had a very positive response from parents and children and uptake has been high. To date there have been 14,000 posts by parents.
- Teachers can see who is accessing Seesaw as well as monitoring and responding to pupils' input.

Q Can parents get paper copies of resources if they do not have access to a printer or computer? *Paper resources are also being sent home, if necessary and requested. SLT are exploring if this needs to be extended to other parents.*

e) Monitoring well-being of staff and pupils

- The main issue on site is social distancing between the very young children.

Q Can we include consideration of staff and pupil well-being when school has to re-open? *Yes, if this coincides with an FGB we will add to the agenda, if there is short notice we will need to schedule an additional FGB to look at this.*

5 Reception places for September 2020

- At the moment information from BHCC indicates 122 (full) at School Road and 56/60 at Connaught Road.

<p>6 <u>Approval of Policies</u></p> <ul style="list-style-type: none"> • Policies for review are to be re-allocated to share the workload to include three new governors. • AHJ will circulate the revised policy review list for consultation. • Staff due to review policies are to be given flexibility about when they are completed, either as per schedule this term, or defer until next term. 	AHJ
<p>7 <u>Discussion of mode, frequency and agenda of future meetings</u></p> <ul style="list-style-type: none"> • Governors agreed that we will have three rather than two FGB meetings before the end of the summer term as virtual meetings need to be shorter. The existing agenda items, together with the items from the previous cancelled meeting will be reallocated to these three meetings and some agenda items may be postponed. Next FGB meetings will take place as planned on 13th May and 17th June, DM to send out a Doodle poll for the third date. • The Finance meeting on 29th April and 11th June will go ahead as planned, via Zoom. • The Safeguarding meetings will not be joint meetings, Infants and Junior Schools will hold separate meetings. • The DA working party meeting is to be postponed for the time being. • <i>Added to minutes by Chair after the meeting- Leadership Steering group will go ahead via Zoom</i> 	DM

SUMMARY OF ACTION	
EF to provide photo for website to Nikki	EF
Info on E2L variation in level of progress in ASP to be rescheduled to future FGB agenda	DM/AHJ
New format of the HT's report, will need to be moved forward to subsequent meetings	DM/AHJ
Schedule action to next meeting for Governors to check blog on website	DM/AHJ
WH will enquire when they are able to provide the written report.	WH
AHJ will circulate the revised policy review list for consultation.	AHJ
DM to send out a Doodle poll for the third date.	DM