



'Love of Learning. Love of Life!'

Our Core Christian Values: Respect, Honesty, Care and Love.

Hurstbourne Tarrant Church of England (Controlled)

Primary School.

Headteacher: Mr Gareth Dee BScEcon (Hons) PGCE

Extraordinary Full Governing Body Meeting Wednesday 24th June 2020 at 5.30pm (School Playground with Social Distancing)

Governors Present

Mrs Sue Evans (SE)	- LA Governor (Chair)
Mr Gareth Dee (GD)	- Headteacher
Mrs Miriam Edwards (ME)	- Co-Opted Governor
Mr Robin Price (RP)	- Staff Governor
Ms Georgina Wilson (GW)	- Parent Governor
Mrs Alex Luker (AL)	- Parent Governor
Rev Trevor Lewis (TL)	- Foundation Governor
Mrs Eva Healey (EH)	- Co-Opted Governor
Mr Ian Morris (IM)	- Co-Opted Governor
Mr Freddy Colquhoun (FC)	- Parent Governor
Mr Robert Perry (RP)	- Parent Governor
Mr Rupert Conder (RC)	- Co-Opted Governor

Apologies:

Mrs Kim Trewby (KT)	- Foundation Governor
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Non-Governor: Dr David Ellis (Clerk to the Governors)

Introduction

The Extraordinary FGB meeting of the 24th June 2020 was subject to meeting restrictions enforced by HM Government in response to the Coronavirus world pandemic outbreak. The meeting was conducted with social distancing in line with Government guidelines in the school playground. Its intention was to discuss school re-opening measures until the end of Summer Term and potential re-opening options in September.

1. Declaration of Pecuniary Interests

There were no declarations of pecuniary interests declared relevant to the meeting.



2. Minutes of the Governing Body Meeting of 21st May 2020 and matters arising

Minutes of the meeting of Governors of Hurstbourne Tarrant Church of England Controlled) Primary School which was held via distributed emails and replies before 5.15pm Thursday 21st May 2020 were discussed.

Minutes of the meeting of the 20th November 2019 were accepted as a true record of the meeting.

Matters arising: None

3. Headteacher's Report

GD handed out his latest report update via hand-out as school and staff workload had increased considerably. Governors were given time to read and consider the document.

In summary it stated:

ADMISSIONS:

Number on roll: 97
Movement out: 2 (in September)
Movement in: 1
Exclusions: 0

The school will have a full cohort of 15 for this September in Year R. This could rise to 16 pending an appeal on the 17th July.

The school is still waiting for documentation from all of the parents who have informed GD that they are moving their children to the private sector.

There is also a lot of mobility at the moment and the school has had many calls requesting places – particularly in Y5. There is a real possibility that we could have 105 children in September. GD had also just met parents with two adopted children which the school would have to take if they choose our school. These children would be in Year 1 and Year 3.

SAFEGUARDING

The school has currently 1 family who are receiving Early Help support which has been managed during lockdown.

WIDER REOPENING

Following Government guidance, the school has welcomed back some of the children in YR, Y1 and Y6 as well as a number of other Key Worker Children and Vulnerable Pupils.

Y6 – 5 to 7 pupils (some are attending part-time)
Y1 – 11 pupils.
YR – 15 pupils.



We currently have 9 children Key Worker/Vulnerable in Autumn Class.

Some of the ‘bubbles’ within the school could be increased – especially Winter Class and the Key Worker Class. GD was reluctant to open any new ‘bubbles’ as they may be in breach of the ‘Protective Measures’ guidance. This is because it would increase demand on toilets, there would be more movement around the school so more contact between the ‘bubbles’ as well as having to redeploy staff from one bubble to another which should be avoided if at all possible.

The partial reopening has caused a few problems, not all parents are happy with the arrangements, but the school is following Government guidance. There are a few Y2 parents who have raised concerns regarding the fact that their children will not be in school until September. This is the situation across England at the moment. Most of the concerns seem to be regarding the social aspect of their child not being in school. GD has tried to address many of these concerns. As a result of feedback from some Y2 parents, the school has reviewed the work being posted on the web pages and made the necessary adjustments.

Although it would be great if the Year 2 children could meet Mr Solomon, he is working with the Year 1s and we need to be mindful of him meeting a wider circle of children. GD has offered to meet any children who are not in school in his ‘outside’ office and has seen some wonderful work. So far, he has seen 3 Y2 pupils, 2 Y3 pupils and 1 Y5 pupil. GD was also available to speak to any other parents or children throughout the lockdown if problems were occurring, but none took up on the offer.

In order to help keep the school connected, as much as possible, the staff and GD have devised a number of whole school tasks – activities that can be completed in school as well as at home. The letter writing activity has proved to be a real hit.

GD also commented on welfare checks by the school as this seems to be an issue. During the Easter Holiday, GD had asked all staff to contact those families we had not heard from once the new term started. This was undertaken, but it seems that a few families have ‘fallen through the net’ since. At the time, GD did not want to burden the staff with excessive record keeping, but made it clear that if they didn’t hear from someone after a couple of weeks – to follow it up. As far as he was concerned, a welfare check is contact with the school, whether that is an email, phone call, visit to the house or just meeting the parent or child in the village, park or even outside the shop. GD has looked for additional guidance on welfare checks, but nothing was forthcoming.

SEND and children the school deems as vulnerable were contacted more frequently – mostly on a weekly basis. As a result of these checks, GD felt it necessary to invite certain pupils back to school. GD would still like to increase the Key Worker bubble by inviting more children back who are on the SEND register. However, the school does need to leave some capacity as more Key Worker children may need a space as the country returns to work.

Mrs Davis and GD visited all of our new Year R parents during half term as we would not be able to hold the usual transition events in school. All of these parents have accepted places and these children will join us in September.

GD had sent out possible scenarios for extending the current provision and hopes that we can come to an agreement that will enable more children to return to school until the end of the current Summer term.

GD also stated his intention that the Year 6 Leavers' Service goes ahead on the school field (weather permitting) with all of the children who are at school attending sitting in their separate 'bubbles'. He will be inviting the parents of the current Year 6 pupils to attend while ensuring that social distancing regulations are met in full.

School reports will be sent to all families in early July. GD is currently proofreading the reports.

SUMMER SCHOOL

Since the Government announcement last week, GD has not heard much on this and the funding arrangements. GD will be examining the guidance when it arrives and who might be eligible for extra funding. There is no expectation for the school to remain open during the summer holiday.

SEPTEMBER

Two parents have queried the fact that we have two INSET Days at the beginning of the new academic year. The School has to take the Thursday as all Hampshire Schools will take this day. Then it seemed odd to GD to welcome back the children for one day before we had a weekend. Historically, many parents have still been on holiday anyway – although that may not be the case this year. The other reason GD chose the Friday INSET day was that other local schools will be taking this day and it gives the school the option of working as a cluster.

Everyone had heard Gavin Williamson (Minister of State for Education) speak last week that it is the government's intention that all primary school children will return to school in September. GD will be hoping to welcome all of the children back to school, but social distance rules will have to change and class size numbers (currently limited to a maximum of 15, not 30) would also have to change. It is also current guidance that the school is not allowed to use outside school premises like community halls, church buildings or outside marquees and could cause major issues. This has been a challenging time for all parents and staff.

Finally, GD would like to thank all the staff for all their efforts during this lockdown, particularly with managing increased workloads and their support in planning the partial return to school.

Chair of Governors (SE) then invited Governors questions and comments.

EH asked if welfare contacting was now working successfully? GD said some additional tightening up was required. Work submitted by 'at risk' pupils was monitored and if below acceptable standards those children were invited back to school to RP's classroom. AL considered an only school welfare contact outside the village shop was not strictly valid. GD noted the child in question was able to attend school and was not submitting sufficient evidence of work from home, but the social contact was at least not raising homing issues. All parents had been given access to teacher email addresses but take up was variable. Staff have been carrying out phone, email and home visits to maintain pupil /parent contacts.



GW asked about pupil numbers for the whole school currently and in September 2020? GD noted the situation is very fluid and will be subject to change until September.

Currently in Year 1 there are 11 children in school, in Year 6 it varies between 5 and 7 (11 Year 5 are currently not at school under Government guidance, but which some could be admitted to Winter Class up to a maximum of 15 total in the classroom).

Year 3 has 19 children and Year 2 17. Year 4 has 13 pupils.

GD noted for September that the school has many phone calls about potential spaces about the new academic year. RC and TL noted any additional pupils to raise the school number the financial break-even of 105 would be most welcome.

GW asked if all parents were able to access work posted on line? GD noted yes there had been some issues with some families with no computer, email or printer facilities but staff had worked round this and work solutions worked out, including paper copies picked up from outside school. AL noted the videos posted online by RP were well received, but not all staff were doing the same, for example 'daily hello' videos to those not in school. GD and RP noted at least 2 staff were not keen in standing in front of cameras and being filmed (Yes you can stand in front of a class and teach, but you cannot see your own mannerisms, foibles etc and some could be embarrassed by them). Elaine Ellis does not show videos of herself, but directs pupils to many informative videos or websites for the work she has set. RP also noted for every video he has produced there were many more are not transmittable due to background issues. IM noted the issue with some children with the extended lock down that though the work was on line, pupils had an increasing distance from their teachers.

4) Curriculum and Standards Committee Chair (ME) meeting with the Headteacher (GD)

ME had sent out an email describing the results of SE and her meeting with GD.

It is reproduced below:

ME and SE met with GG on Tuesday 16th June. Many of the concerns raised by governors have been covered in his email regarding the options for re-opening school, and these were discussed at the FGB meeting.

Firstly, the current safeguarding situation. There are in total of 9 children classed as 'key/critical worker' or 'vulnerable', broken down into year groups as follows:

Year 2 - 3 children

Year 3 - 2 children

Year 4 - 4 children

It is a good sign that the parents of the most vulnerable children are very happy to have them in school, rather than at home, where it would be more difficult to monitor them and their progress. There are also two SEND children in this group, and Mrs Davies is taking additional responsibility for all SEND children to ensure their work is monitored and appropriate, and their needs are prioritised.



In Year 6, there are 3 children not coming into school, because of the health status of family members, but there are no concerns over the safety of these children being at home.

Regarding the remainder of the children still under home schooling, all teachers are keeping contact with their class members and making extra contact. If nothing has been heard for 2 weeks they will email, telephone or visit, but this has been very few and far between. A number of visits have been made where it has felt appropriate to do so in order to boost families who may be perceived as needing it.

Regarding Pupil Premium children, again if they've not had much contact with the teacher, these have been seen when coming in at lunchtimes for meals.

There is an element of reliance on parents communicating with staff. There is only one family requiring extra resources, and all others have internet access and teachers' emails.

GD has been sending out double the number of newsletters than normal, and still utilising the Parish magazine.

Whole school tasks are in the pipeline. This is likely to involve children writing letters to each other (for those not in school and vice versa), an art project, a quiz, and a task centred around PE. This will give the children the chance to feel they are all working together, regardless of location or age.

Monitoring & evaluating - Ofsted have stated that this is a difficult issue, and the quality of teaching and learning cannot be evaluated on website work being set. There will be no ramifications. GD has been monitoring ALL work set by teachers, and feedback from parents *to the teachers* is important. He would prefer that feedback only comes via him if parents feel they are not receiving an appropriate response to their initial concerns to the class teacher.

Staff have been instructed not to update Target Tracker, and it will not be possible to gauge where the children are with their learning until they return on a permanent basis. Teacher workloads are incredibly high, having to provide for children both in and out of school.

Miss Kirk is now working across 5 days instead of 2, focussing specifically on Year 2. She is now providing modelling sessions on video. As well as teaching Year 1 in school, Mr Solomon is also planning for Thursday & Friday when Mrs Moulding teaches in his absence. Mrs Ellis teaches Year 6 in school Mon-Thurs and provides home schooling for the remaining Year 6 children, and all of the Year 5 children. Mr Price not only has the 9 key worker children across 3 school years, but also has Autumn class to provide home schoolwork for. He has been working 7 days a week.

GD and Governors have a duty of care towards staff and their welfare. All teaching staff have been working throughout from the start of lockdown, many in the school setting. (Miss Kirk cannot come in because of an underlying health issue and is shielding). However, GD hopes that having a dedicated teacher for each of Year 1 and Year 2 is a bonus, as it is providing stability for those children, whether they are in school or at home.



Essentially, GD is bound by the Government and the Department for Education, who have prioritised Years R, 1 and 6 to be in school, and their places are at least secure for the remainder of the term. GD will do what is physically possible within the school setting to provide for the other children, but must act within the law regarding distancing and health & safety, for both the children and staff, so any decisions regarding more children returning must have legislation and guidance underpinning them.

There were no governor questions.

5) Monitoring of current arrangements in school

This had been covered in the Headteachers report and Curriculum and Standards section (see above).

6) School plans for the rest of the Summer Term.

GD had emailed various options to Governors in the previous week. The school is still subject to Government and Hampshire County guidelines. These include social distancing and a maximum of 15 pupils in any teaching 'bubble' and no contact between the bubbles.

This limits some options such that returning all the years was not possible. However, Winter class (Mrs Ellis and Mrs Harrison) has only between 7-5 pupils during the week and could accommodate some returning Year 5 pupils that wanted to return. GD has spoken to year 5 parents and 7 wished to return (out of 11). Those not wishing to return were some shielding parents or relatives, but not all.

Mr Price with his key worker and SEND children also had some space, GD wanted to keep these as more Key worker children may need to return as the national lock-down is eased.

Governors were asked for their opinions. ME asked there had guidance on social distance reducing from 2 metres to one? GD said the guidance still stood at 2 metres and the issue would not solve the maximum 15 pupils per bubble and therefore limits increasing the number of bubbles due to the school layout and toilet facilities. GD said the guidance rules do not allow the school to use offsite non-school facilities.

Governors agreed that the Year 5 children that wished to could return on the following Monday (29th June) to winter class. AL suggested by returning some Year 5 to Mrs Ellis she would need to load less set work onto the school website and reply to 11 daily emails hence make her job easier. GD, RP and DE said that would not be the case as those pupils would still need the work the in-school children were doing set for them and with instructions on how to complete it both lots require marking.

GD said on the final day of term the school will finish early and the full number of Year 6 pupils would have their leaving service in their bubble out on the playing field.

FC asked if Years 2, 3 and 4 could be brought back into school via a scenario of some merging and rotating them in via a rota system followed by deep cleaning? GD said he has to guarantee the places until the end of term of the Years mandated by Government to be in



along with the key worker children. GD noted that there were SEND children in Year 4 that could be brought into the class of RP if no new key worker children appeared. A rota system would expose staff to more than 15 children over a week which breaks the guidance rules for staff safety. The question of additional adult helpers was raised, but ME said this had been discussed by SE, ME and GD and the issue is the helpers would have to commit to set times on set days and not suddenly say they could not commit to one week and not others. GW asked if we set up 6 bubbles would all classes need a teacher and a teaching assistant? GD explained that Miss Kirk is working from home due to shielding and the part time LSA's are not teachers and part time and are required in their current bubbles help cover toilet breaks etc. and also cannot move from bubble to bubble.

RP noted the school actually has more years back currently than many other local primary schools and gave examples. IM asked if children not in school could meet their friends and peers after school on the playing field. GD said after school was not his responsibility and he has seen children mixing and playing together already. GD does however, have his separate outside office table (or Murdoch cottage) where any year group child can make an appointment, bring in work and talk to him.

GD will send out a summary of the current guidance (FAQs) from Government and Hampshire County to all parents so that they understand why the school is doing what it is doing and why it cannot do other things.

GD agreed that if more Key Worker children arrived, we would have to move some of the Year 2 pupils into The Year 1 bubble, however, this could only occur on a Monday to avoid 'cross-bubbling'.

7) Resources Committee update.

RC thanked Mr Dee, Mr Price and all the staff for their work during lockdown and their dedication in supporting not only those in school but also those home-schooling with remote teaching and in preparing measures necessary for re-opening the school to all pupils.

The financial situation is very fluid at present with too many unknown factors likely to influence the variable costs and our income to allow an accurate prediction of the out turn at the end of our financial year in March.

A review of the financial status at the end of May indicated that, with the reduced number on roll from September, our expenditure is likely to exceed income by about £23,715, leaving a small credit balance of about £5,000 to carry forward into 2021/22. Assuming this is the case, we must look to ways to balance the budget. Reducing expenditure is difficult as staff pay accounts for over 75% and with further fixed costs of 15% leaving less than 10% to buy the variable elements of fuel, electricity, water, books, stationery, furniture, cleaning materials, photocopying etc over which the school can exercise some control. Income is influenced significantly by the number of pupils on roll, which suffers badly when parents remove them in year groups in which they cannot be replaced. Those remaining in those year groups of course benefit from the much smaller class sizes, with year 6 and year 5 currently having 8 and 11 respectively. Other variable income has come from the Friends, school fetes, raffles and donations, which have been hit badly by lockdown. AL noted the Friends were currently not paying for music and outdoor coaching and so some money could be moved to the



school.

There have been no details released yet about summer funding for tutoring and how it would be applied.

RC noted it is the responsibility of governors to take whatever action is necessary to balance the budget. Our appeals to our member of parliament, Kit Malthouse have not yielded the required increase in income, and he indicated that we should be considering "federation" with other schools. Based on the stress that Chris Brooks-Martin, Gareth's predecessor, felt when running both our school and as acting headteacher of St Mary Bourne School, is that this is the course we should adopt? In his opinion this was not a sound option. The break-even number of about 105 on roll would probably allow us to balance the budget.

In response to a question about hiring the Community Centre for use as a classroom, he replied that he raised the matter with Mrs Susie Hoare in March. There are a number of businesses with signed contracts to use it. Unless they were paid off, we would only be able to use it on Mondays and Fridays and it would require deep-cleaning both before and after our use with desk, chairs and a whiteboard having to be transported there and back. The provision of staff might also be a problem. GD noted under the current guidelines we would not be allowed to use it (similarly the fete marquee discussed next).

Responding to the possible use of the village fete's marquee, RC said that he had spoken to Andy Watson about doing so. The main issue would be the risk of damage to it either by vandals or weather, and as it takes about 25 men to erect and dismantle it. The 250 bolts would need regular inspection with a lift which neither the fete committee or the school possess and this would need addressing.

Governors FC and IM said we must find a solution to the September facilities opening issue and we should meet again as a governing body before September if guidelines change (or do not change).

8. FGB operating from September if situation still abnormal?

Governors agreed they and the school must monitor any changing guidelines over the summer and agreed to hold extra meetings to plan for September re-opening. The next meeting will review the situation before term end (Wednesday 15th July) and a possible meeting after the 15th August when GD returns from vacation).

GD suggested in September, if required, Governor meetings could use the secure Webex conference system (as trialled at the last Resources meeting), but it is subject to local broadband provision.

The planned SIAMs Governor training by Richard Wharton (on the 8th July), if allowed, will be delayed until Autumn term as SIAMs inspection will likely be delayed (TL).

9. Governor Training (DE has emailed any reports etc from County to all)

10. Correspondence (DE sent out as received)



11. AOB and Potential Date of Next Meetings

FC asked about staff health issues? GD noted the under the guidelines issued before lock-down several staff were defined as vulnerable, including GD and RP. The presence of 2 Winchester University students alleviated an early close-down. IM asked what happens if a child in a bubble shows Covid19 symptom's? GD said he has to call Public Health England and if the child proves positive then the bubble has to shut and all contacts will have to be tested and self-isolate. If siblings in other bubbles test positive those bubbles also have to shut. Currently only Miss Kirk is shielding at home due to health vulnerability.

Next meeting: Wednesday 15th July at 5.30pm (school playground)

Dr David Ellis
Clerk to Governors

