

# FGB Committee: MINUTES

Friday 24<sup>th</sup> April 2020 (dial-in) at 10am

*Postponed from Wednesday 18<sup>th</sup> March 2020 due to Coronavirus social distancing measures*

Attendees	Initials	Category
Steve Cleverly	SC	Co-opted
Rick Gaehl	RG	Foundation
Deb Norman	DN	Co-opted
Jacqui Warne	JW	Executive Head
Kay Rosier	KR	Co-opted
Su Aves	SA	Local Authority
Tony Johnson	TJ	Parent Gov
Jake O'Loughlin	JO'L	Staff
Lindsay Hill	LH	Parent Gov
Katy Young	KY	Clerk
In Attendance	Initials	Category
Absent with Apologies	Initials	Category
Absent	Initials	Category

Meeting Agenda	Led By
1. Welcome, Apologies, Housekeeping	SC
2. Minutes of last meeting	SC
3. Budget	SC
4. Covid-19 and Safeguarding	SC /JW
5. Future Structures	SC
6. Committee Reports	SC
7. Future Meetings	SA
8. Any Other Business	SC

**Governor challenge/questions are shown in bold blue font from this meeting forward.**

Additional Documents used/referred to at the meeting:

- *Minutes from 5<sup>th</sup> February 2020 (Part 1); Part 2 will be signed off separately at a later date*
- *Budget draft 1*

## MINUTES

Ref	Item	Agreed/Action
1.	<p><b>HOUSEKEEPING</b></p> <p><b>WELCOME &amp; APOLOGIES</b> Meeting commenced at 10.00am via Skype teleconference video call.</p> <p>SC welcomed Governors to the meeting and confirmed the meeting was quorate. Apologies had been received from LH who has internet issues but will attempt to join the meeting later.</p> <p>SC summarised the school is not currently functioning as normal so we are in a hiatus. In terms of the Agenda we have focussed on the statutory items, and Safeguarding, and allocated time to look back at the last Minutes.</p> <p><b>Register of Business Interests</b> Governors confirmed there are no other changes to the Register.</p>	

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<p>2.</p>	<p><b>MINUTES OF LAST MEETING – 05<sup>th</sup> FEBRUARY 2020 (PART 1) &amp; MATTERS ARISING</b> Matters Arising;</p> <ul style="list-style-type: none"> <li>• SC confirmed he has completed Safeguarding Level 3 Training</li> <li>• Monitoring Appendix will be left on hold until after lockdown</li> <li>• Cleaners were given written notice via Dave O’Loughlin as required</li> <li>• Clerk will chase up Safer Recruitment online training options with Babcock</li> <li>• Safeguarding conversations: SA will follow up via phone if deemed necessary; Mental Health meeting with Simon Winward will be followed up after lockdown. SC and JW are in regular contact.</li> </ul> <p><i>LH joined the meeting at 10.24am.</i></p> <ul style="list-style-type: none"> <li>• Single Central Record termly checks will be dealt with via email by SA. JW stated we have no recruitment at present so there are no new joiners.</li> <li>• JW stated regarding the Safeguarding policies, there is an Addendum relating to Covid, SC approved this via email on 09.04.20 (on behalf of all Governors) and authorised its dissemination to staff for immediate implementation, Governors all formally agreed today to approve and adopt this.</li> <li>• Minutes were agreed as a true record, Clerk to publish on website</li> </ul> <p>Part 2 to be reviewed in person for security reasons, at a later date.</p>	<p>Clerk will follow up online Safer Recruitment training</p> <p>Clerk to publish Pt1 Minutes online</p>
<p>3.</p>	<p><b>BUDGET 2020-2021</b></p> <p>AD joined the meeting at 10.30am. SC stated the Budget is in draft form at this stage so Governors are just approving a basic budget which will be revisited as the Covid situation evolves.</p> <p>AD stated the Budget is from the start of March, it shows a small increase in pupil numbers; an extra class at Ellen Tinkham, and extra pupils at Bidwell Brook because of the extension. We have increased funding but the percentage increase on salaries is higher than the increased income. We are okay for this year and next year but thereafter showing a deficit.</p> <p>Both schools will have a carry forward, c£46k at Bidwell Brook (Pupil Premium element will be pulled forward). Ellen Tinkham is about £53k but mostly committed for other things so about £4k uncommitted carry forward. This stands us in good stead for next year. On both budgets there was an underspend and carry forward to help next year. That will be there this year if necessary for supporting this year, or can be carried forward to next year which will help in year two.</p> <p>We have increased expenditure in some areas like curriculum and premises. Covid will make some financial changes both positive and negative (less energy and resources costs, but slight loss of income from lettings etc). The Budget balances, looks healthy and there is currently no real reason to worry about financial impact of Covid.</p> <p>AD asked whether Governors had any specific queries. <b>RG believes the budgets are fine but given the state of play with Covid a lot is up in the air such as staff costs; although we can project forward rises in staff costs, we cannot forecast future inflation and future wage demands due to economic impact of Covid.</b> AD agreed that will be across the country. If staff are leaving we are not needing to replace them currently, we may need increased staffing in the future but should balance</p>	

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	<p>out. The SAS insurance policy should provide us some support in terms of paying for a member of staff who is unable to work. AD stated the SAS policy cost is included in the Budget. <b>RG asked has the SAS policy gone live.</b> AD stated it has gone live and there are a number of support functions staff can access, and we will get income back for staff who are off. JW stated HR will soon start circulating the information about staff support and resources.</p> <p>JW commended AD's work and support in these evolving times for unusual budgetary issues such as providing emergency food boxes. SA is pleased with how food boxes and free school meals is working out. AD stated the Government system has been slow and difficult to use for parents so we have been supporting with that. SA queried whether she could look into speeding up the issues through her Local Authority role; AD stated the computer system is overwhelmed and the Government is working on this. SA stated in Exeter if people phone Exeter City Council there is a specific person who will deal directly with the Food Bank and dispense food bank vouchers. SA suggested parents can call 01392 277888 which is Customer Services who are faster than phoning the usual number of 265000 (Exeter Wellbeing). JW confirmed that Teachers are in contact with families every week and part of that is enquiring about their food supplies. We have made referrals for a few families to food banks, LW sent out some information about Bidwell provisions too. There was a real panic at the beginning of the Coronavirus crisis, but things are settling down now.</p> <p>No further questions on the Budget. Governors agreed to adopt the Budget; RG proposed and SC seconded, no dissenting. It will be revisited at a later date. Governors thanked AD for all her hard work. AD stayed on the call to discuss Covid and Safeguarding matters.</p>	
<p>4.</p>	<p><b>COVID-19</b></p> <p><i>During this section there were occasional connectivity breakdowns for DN and LH.</i></p> <p>JW gave Governors a thorough update on school operations as follows.</p> <p>JW stated that the traditional function of our school, teaching and learning, is happening through the online home learning areas through our websites. IT have worked incredibly hard getting this up and running, working with SLT to upload content. Many families have embraced that, and are also using the family "Evidence for Learning" element. JW has reviewed this on various dates and gave the example of 20<sup>th</sup> April, when 366 families logged on to Evidence for Learning and posted 679 pieces of evidence of children engaged in meaningful learning at home.</p> <p>We are mainly providing essential care and emergency respite, with teaching and learning where this is possible. JW yesterday had evidence from Teachers, who are phoning parents weekly, or in some cases daily. CPOMs information is uploaded to monitor this and where needed, we can offer a day or two of emergency respite. From 19<sup>th</sup> March to 23<sup>rd</sup> April at Ellen Tinkham we have made 1,277 contacts with families, and at Bidwell 620 contacts with families, so there is a high level of contact being made.</p> <p>Where children are coming into school the assessment criteria for eligibility is complicated; local authority and social workers all have their own different RAG (red amber green) assessment system. Our RAG rated pupils and Local Authority assessments initially looked different but are not really; sometimes how we would approach supporting a family might be different, we are now liaising with other</p>	



agencies to discuss cases. List provided to us was 169 children at Ellen Tinkham and 83 at Bidwell Brook, but we cannot facilitate that level of attendance; as SLT and Governors we need to safeguard our children, families and staff, and we have to remember the overriding message is that children are usually safest at home. Across the Federation we are supporting 53 children (16 attending at ET and 15 being taken out for exercise in walking groups, 4 per day). At Bidwell we have 14 attending and 8 accessing walking groups. In both schools we are likely to have a small increase in that next week, but we need to be careful because the way we are keeping everyone is safe in school is working in care groups, 2 members of staff for one child, in one allocated space with one allocated play area, to minimise contact. Because Teachers are phoning and having those conversations with parents, Teachers will flag up any issues and SLT will add high risk children to the list reviewed for a day or two at school or the walking groups. The risk assessments for the child to be able to attend is firstly; is everyone in the family well; secondly has the child had a shielding letter (if so they cannot attend), thirdly considering the children who have to be risk assessed due to sensory issues (firstly would they understand social distancing, and secondly any issues around licking/biting and the associated Covid risks and how this could be managed – there are a number of children in this category who can access the walking groups instead of school). We also include other agencies, our regular weekly meetings to check who needs support, we are including our co-located nurses in that conversation. For example we have a student accessing Bidwell next week, balancing medical vulnerability versus family life. The co-located nurse will work to support that child.

The reality is that we cannot provide face to face provision for every child, but we have some capacity to support those families that really need us to. We are limited in staff who can come in and do that work due to their own or family medical vulnerabilities. JW does not want any staff to send their children to school in order that they can come in and work. There are a good number of staff coming in, HR have compiled a rota system of one week on, one week off, to enable time for any Covid symptoms to show (Mondays everyone works from home, to compile online learning resources, and to keep the building unoccupied for 72 hours).

JW stated PPE arrived on Easter Saturday. As part of our suite of risk assessments and operating guidelines, we have some guidance on using that PPE and risk assessments about interacting with other people on site during the day. Some children are sharing transport. The adults need to understand social distancing to support the children in keeping apart. Meals are brought to the classroom which are eaten in the classroom by staff and students. Staff are not getting much of a break so the school hours are currently slightly reduced to 9am – 3pm. The Risk Assessments are collated into a Risk Assessment Pack, any time an incident occurs we review again (such as Transport, where eye protection had to be reviewed). We have hand gel and cleansing stations throughout the schools, cleaning materials in each classroom.

RG stated this update is comprehensive and happy that the school is doing everything we should in terms of management and keeping the school running.

RG stated in terms of managing Governance responsibilities; he was impressed with the statistics and asked **could Governors have regular feedback on those things – e.g. number of feedback contacts and evidence from families on learning, would like regular updates on that. Secondly as CPOMs is still functioning could we get feedback on that, just basic summaries of data. JW said yes, these are the two ways we are monitoring contact with families, and JW could give red flag data to Governors and SLT responses. RG would like a regular update to illustrate that**

JW will action



**Governors are monitoring. SC agreed, and added it would be interesting to look at incidences of Covid in our staff vs the general population in Devon to ensure we are being a responsible employer.** Governors discussed frequency of data required, and requested a brief weekly update of data which can be compared week on week, but do not want it to be too onerous.

**SA asked; are the transport companies following PPE requirements.** JW very happy with how County Hall are organising transport, Sally Warmsley is very supportive and positive and proactive. They have their own policies in terms of PPE which is being followed through with.

**SA asked; regarding cleansing and hand gels are they hospital grade with alcohol or antiviral rather than antibacterial.** JW stated we are used to using hand gel anyway, but Dave O'Loughlin has taught staff that hand gel is not as effective as washing your hands. It is useful at entry points to the building with the expectation that they should then wash their hands as soon as possible thereafter, and AD confirmed this is part of our protocols.

**Teaching and learning, phonics.** JW pointed Governors to the websites to see evidence for learning, there is a big emphasis on reading and use of phonics and stories are being read out and recorded for students.

**TJ queried about parents who have additional needs themselves, further to JW's comment above. Some parents who have restricted ability themselves, home schooling can be difficult, is there another way of accessing the information other than via IT systems?** JW yes we are regularly delivering packs of printed resources to some families. JW also advised we are looking at rolling out to all children a task about growing sunflower seeds in toilet rolls and/or teachers posting letters etc, as children are enjoying getting things through the post for them. Important to maintain relationships and contact.

**TJ queried regarding the cleaners; what the level of cleaning is currently.** JW advised that in terms of cleaning, we are encouraging frequent hand washing, the same number of cleaners are coming in but they are focussing on the limited areas of the building that are in use; surfaces and handles etc. Part of the thinking is that everyone works from home on a Monday means there is a 72 hour period for the building to cleanse itself of any virus in line with evidence from scientists indicating that after 72 hours the virus may have died out. In terms of transport, some of the drivers are vigilant with wiping down handles etc and staff have PPE.

SC thanked JW on behalf of the Governors, and stated that what leaps out is that you know how good something is when there is an emergency, and what we have heard today is not only reassuring but also inspiring, so the Governors passed their sincere thanks on to JW and all of the staff. JW highlighted the hard work of staff like DN. JW stated the SLT have been amazing and teams working from home doing online learning, budgets, HR – they are putting in the hours. AD stated that JW is regularly reminding staff of workload. Governors asked JW to thank all staff on behalf of the Governors.

SA asked if there was anything the Staff Governors on the call wished to add. KR stated it is frustrating not being able to go in to school, but morale and communications are good. KR has seen parents posting information on the Evidence for Learning which has exceeded expectations. DN agreed with KR that it is nice to be part of the team.

	<p>SC stated that the way the school has responded to the virus has been overwhelming so gave his heartfelt thanks.</p> <p>AD left the call.</p> <p>Parental complaints – SC stated we have two complaints which are effectively suspended until normality resumes, SC is in communications with both parties and has advised them that he will pursue matters as soon as he can reasonably can.</p>	
5.	<p><b>FUTURE STRUCTURES</b></p> <p>SC stated that for the time being, because we cannot make appointments or carry out any sort of process, everything is on hold for the time being. JW added that for the time being, recruitment is not possible at present. RG stated that technically recruitment is still possible as he knows of online interviews being carried out, however JW states that in Safer Recruitment this approach is not advised. <b>RG queried what happens when staff are leaving and we have gaps to fill.</b> JW stated we have a solution if that occurs, and would keep Governors advised of any issues.</p> <p>RG suggested we could schedule a P&amp;P meeting for this half term so we have clarity on where we are going in September.</p>	Clerk to schedule a P&P meeting this half term
6.	<p><b>COMMITTEE REPORTS</b></p>	
	<p>CBT and T&amp;L: summaries of meetings have been circulated to all Governors via email on 17<sup>th</sup> April.</p>	
7.	<p><b>Future Meetings:</b></p> <p>Governors discussed pros and cons of teleconferencing options; all seem to have similar functionality and restrictions, we will continue to review options with IT. Next dates (Summer term H1): Clerk will review and circulate.</p>	
8.	<p><b>OTHER BUSINESS</b></p> <p>The Governors were informed via email on 17<sup>th</sup> April of the following actions, which were deemed agreed at this meeting;</p> <ul style="list-style-type: none"> <li>• FDIP: postponed until further notice.</li> <li>• SFVS: was ratified by Governors and submitted by Clerk on 01.04.2020.</li> <li>• Heads &amp; Evaluation report: Clerk circulated via email on 09.03.20, no queries raised</li> <li>• Adult Safeguarding Policy &amp; Procedure: amended following Ofsted input; Governors approved, a separate appendix was also approved by SC as noted earlier in Minutes</li> <li>• Safeguarding and Child Protection Policy: amended following Ofsted input; Governors approved, a separate appendix was also approved by SC as noted earlier in Minutes</li> <li>• SA met Stella on 05.02.2020 and was provided with a Safeguarding update.</li> <li>• Monitoring Appendix: Remaining 2019-2020 items will be 'on hold' (as many were going to be evidenced via Learning Walks).</li> </ul> <p>The following training/conferences have been postponed until further notice;</p> <ul style="list-style-type: none"> <li>• SWALSS conference</li> <li>• Internal Safeguarding Induction for all Governors</li> <li>• Laurel Trust meeting</li> </ul>	

**Meeting ended at 12noon**

Signed: \_\_\_\_\_



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