

**MEADOW VIEW PRIMARY SCHOOL  
VIRTUAL MEETING OF THE FULL GOVERNING BODY  
WEDNESDAY 13<sup>TH</sup> MAY 2020 AT 5PM**



**MINUTES**

**Present:** K Smith, P White (Chair), J West, K Bromley, B Vickerage, A Boyle, T Davidson- Hague

**In Attendance:** A Blench (Clerk), T Keenan, J Logan, K Taylor

**FGB1.APOLOGIES FOR ABSENCE**

1.1 To accept apologies for absence. No apologies as all present.

**FGB2.DECLARATION OF PERSONAL AND BUSINESS INTEREST**

2.1 Individual governors to declare any personal or business interests on any item On the agenda. No declarations were made.

**FGB3.BUSINESS CRITICAL DECISIONS**

3.1 To consider arrangements for making business critical decisions which would normally require the input of governors.

3.2 To consider any current business critical decisions

It was stated that there will be a business-critical decision which will need to be made in June, which will be the approval of the 2020 21 school budget. There are no business-critical decisions which need to be made tonight.

*Governor question – have any additional expenses been incurred by school due to COVID 19 which governors need to approve?*

No, there aren't. Any premises work is covered by the PFI contract and included in the PFI charges. There will be a deep clean of school during spring half term, which was scheduled before COVID 19 anyway and is part of the regular programme of recess cleaning.

## **FGB4.CARE FOR VULNERABLE CHILDREN**

- 4.1 To receive a verbal update on arrangements for children with EHCP, social worker involvement, children of key workers and child with an Early Help worker.

JL and TK are telephoning vulnerable children every week to check on their welfare. They are also maintaining regular contact with children's social services through the allocated social workers. Every Friday a spreadsheet is populated with data about these children and is shared with social services. JL and TK agree a RAG rating for each child on the spreadsheet. Every child has received a phone call last week. TK and JL have identified additional children who they consider to be vulnerable and has added these to the list. Governor question – how many children have you had in school? Monday 11<sup>th</sup> May – total of 11 (7 MVP, 2 Ferham and 2 Brinsworth), Tuesday 12<sup>th</sup> May – total of 14 (9 MVP, 3 Ferham, 2 Brinsworth), Wednesday 13<sup>th</sup> May – total of 10 (MVP 8, Ferham 0, Brinsworth 2). Numbers attending have been low and this week has seemed an increase on previous weeks so far. A pattern around Fridays has started to emerge with Fridays either being busier or quieter than other days. It is thought this is linked to key workers shift patterns. The Hub School model has worked well, and it is anticipated that pupils will start attending their own schools from 1<sup>st</sup> June onwards. TK and JL have been encouraging vulnerable children who are not currently attending to come into school by suggesting they attend for just 1 day per week. This has resulted in 1 child starting to attend today and another is expected tomorrow. Governor question – how are children in school being fed? The catering team is still onsite and are providing cooked meals. The FSM children are getting a free meal and will also receive the Wonde Supermarket vouchers. We do not know at this point if schools are obliged to provide vouchers during the may holidays. This was the instruction for Easter holidays. Governor question – have our children been affected by any increase in domestic violence? School is part of Operation Encompass and are being alerted by police of any incidents in homes where our children live. When we get a notification JL and/or TK follow this up. Governors expressed their concern at the low number of vulnerable children attending school. It was noted that MVP list of vulnerable children has always ebbed and followed. Currently there are 9 children on the list, which is not as high as it has been historically. There are 9 children from 7 families. Governor question – does this include Looked After Children (LAC)? Yes, it does.

- 4.2 Retrospective approval of the COVID 19 addendum to the school safeguarding policy

JMAT produced a generic COVID 19 addendum, which TK adapted for MVP and has been circulated to governors prior to this meeting. Governor question – are we approving the JMAT policy or our own? It is the 6-page COVID addendum, customised for MVP. It was stated that our safeguarding governor was happy with its contents. Governors approved the policy.

## **FGB5.FACILITIES**

- 5.1 To receive a verbal update of how school is operating for children/staff who are in the building and remote working staff

School has followed all of the guidance from the DfE, JMAT, LA. We received daily updates. We are following guidance around hand washing, signage, policies. Staff have access to all the policies and protocols. We are all observing 2 meters distance,

and this appears to be working well. Younger children do not understand social distancing and are therefore placed in smaller groups. The cleaners have been in school every day. Toys are cleaned every day. Home learning – a weeks' worth of home learning was sent home initially. Some parents found this challenging in terms of building a structured approach. School now sends out a suggested timetable to parents with activities at 9am, 9.30am and 10am based around maths, phonics and reading. This is 1 and a half hours of formal learning per day. For the afternoons there is an optional enhanced curriculum activity set which is suitable for all year groups. This is science, geography or PE based. The feedback from parents has been overwhelmingly positive about the work sent and the support available. If the timings don't suit a family, there is no pressure and they are free to do what they chose. Governor question – are we getting work back, are they doing it thoroughly? School isn't sending new material out; this is re-enforcing work based around what has already been covered in school. Governor question – when pupils come back will some be behind others? This is over learning and we are not expecting parents to teach their children. They are not qualified teachers. We have encouraged the use of things like BBC bitesize, Literacy Hub materials, Twinkle resources. There will be families where mental health is the main priority. There are families going through difficult circumstances. There may be a gap, but we have a plan to address this from September onwards. When school comes back (with priority year groups identified by the government) there will be proper teaching. We need to bear in mind that attendance could be low from 1<sup>st</sup> June if parents don't send their children back? Governor question – will you still have the essential workers children and vulnerable children in school from 1<sup>st</sup> June? Yes, we will. Governor question – is school offering any live broadcasts of learning? No, we aren't doing this. It was suggested by a governor that the COVID 19 addendum to the safeguarding policy needed to be amended to reflect this. JL agreed to pass this comment onto the JMAT safeguarding lead. Governor question – do parents send back children's completed work? Parents are encouraged to send in picture and photos of work done and this is forwarded the class teacher. The class teacher acknowledges the work and has a conversation via email with the child and family. Some lovely work has been received. Governor question – how are we supporting families without internet access? We identified from the start the families who might struggle with this and put together paper packs of learning. We also issued all families with exercise books to use. We have checked on regular phone calls how this is working and given support.

## **FGB6. SUPPORT TO PARENTS AND CHILDREN AT HOME**

- 6.1 To receive a verbal update on the support that school is able to give to parents/carers/children whilst at home

Governor question – do we have IT hardware in school we could loan to children? MVP hasn't got anything it can loan out. The government has announced an IT scheme to provide laptops and broadband access to targeted families. Rotherham LA is co-ordinating our response to this. KS sent our return to the LA. The LA is expecting delivery of 920 laptops to be divided between all of its schools. These will be delivered to Riverside House and KS will collect them. As things stand today nothing has been received at Riverside House and there is not a known delivery date.

Governor question – hasn't school got some iPad, and could these be loaned out? School agreed to look into this. It was mentioned that most families have internet

access. Some of the requests for paper resources are about personal preference. A concern was expressed that parents lack of confidence in using IT could hold children back. The view was expressed that if a child were given the device they would manage well on their own, despite parents' reservations, as children are more IT savvy. Governor question – have we considered reaching out to the parent council with a virtual meeting? School hasn't done this as the priority has been safeguarding vulnerable children essential workers children. Governor question – I noticed the word 'safeguard form' in the JMAT policy is this something we have? No, we don't have this. It's an IT system which works in the same way as CPOMS which we do have and use. We were due to move over to Safeguard before this and will do at some point in the future.

## **FGB7.WELLBEING**

### **7.1 To received feedback on the wellbeing of staff and children.**

School is staffed on a rota from the 3 schools taking part in the Hub arrangements. KS, JL, TK, KT have given up holidays and worked excessive hours to make sure that everything and everyone is ok. School SLT stated that working from home brings its challenges. Everything seems to take much longer to do and its difficult to switch off from work. This is a new experience which no one has managed through before. Asa leadership team have been talking to each other regularly. The priority was to get highly vulnerable staff off site from 20<sup>th</sup> March onwards. All three schools have staff shielding because of their own health or due to having someone in the household who is shielding. This has reduced the number of staff available for the rota. Those who have not been able to come into school have supported home learning. The social and emotional impact is huge. JL and KS are checking in with staff regularly. Sometimes what should be a 10-minute call can turn into a 1-hour call. Some staff are very worried or living alone and need this contact. They all have questions which they are looking to KS and JL to answer. In many cases there are no answers we can give. JL and KS reported working long days and the hardest they have ever worked. This is a strange and surreal environment and achieving work life balance is challenging. Governors expressed their thanks to the leadership team and all school staff, stressing how important it was to take at least a day per week away from work related tasks. The danger would be that staff would burn themselves out if this didn't happen. KS thanks governors for their support and agreed that she would start to take the time out. This is a period of adapting to new ways of working. School has spoken to all of the parents of essential workers and they will not be sending their children into school w/c 25<sup>th</sup> May, therefore school will be closed which will allow staff to take a break. The volume of information and social media messages was overwhelming, and it was noted that this needs to be managed carefully. This is a marathon and not a sprint. RoSiS are sharing lots of resources with us around mental health and wellbeing which we have shared with staff and parents. We send advice on online safety, prevent and SEMH to families.

Governor question – do we have staff who are self-isolating? Yes 1 due to receiving a clinical notification. 3 others who are living with someone on the list.

Discussion regarding school re-opening. The government wants to see Nursery, F2, Y1 and Y6 pupils starting to return from 1<sup>st</sup> June onwards. School has read the guidance from the DfE and NGA. A decision has not yet been made regarding opening. Each school needs to make its own decision as to whether it is safe to start a phased re-opening from 1<sup>st</sup> June based upon the findings of its own risk

assessment process. JL, KS and Maxine had a 4-hour face to face meeting (social distancing observed) to review the guidance in detail together. As a group we understand what we need to put in place for 1<sup>st</sup> June. The next step is to establish how many parents intend to send their children back to school from 1<sup>st</sup> June. Also, to survey staff regarding increased complement of staff at school. Jmat has provided 2 surveys which can be used. School is contacting parents. Once all this data has been gathered, the risk assessment completed, and the union position is known we will have arrived at a decision which can be shared with governors. There was a discussion regarding how governors will be consulted regarding the decision for 1<sup>st</sup> June. It was agreed that as many governors as possible would join a Zoom meeting to consider this. Governor question – will there be a floor plan which can be shared with parents so they can see how things will work? Yes, we will be using 1-way systems to move around the school. Staggered starts and finishes. Staying in the same groups all day. Leaders will stay separate, unless teaching a group. Ventilation will be increased. At this point we don't know how many extra children we could have. We will see an increase in the children of essential workers and vulnerable children as more adults return to work. The essential workers children and vulnerable children will always be the priority in allocation of places. Once this need is met, we will look at lower down the school and then Y6. Governors expressed concerns of the potential effects on adults from having more children in school. The potential for spread of the virus from children to adults in the home environment. Concerns were expressed around the impossibility of maintaining distancing measures with young children, even within small groups (<15). Governor question – do you have/use PPE? We follow the guidance which is that it only needs to be worn in instances where a child becomes sick whilst at school. In these instances, the member of staff isolating the child will be putting on PPE. Governor question – if a member of staff wants to where PPE (who isn't involved in caring for children who become ill at school) what then? We have supplies of PPE and have ordered some, but there is no requirement for all staff to routinely where PPE. The costs will be covered by the government for PPE. A governor offered to share a booklet he had seen which contains drawings of school staff wearing PPE, which it was thought might help prepare children. It was agreed that any communication from school to parents should be joint communication between Chair of Governors and the school, regarding a return of children.

## **FGB8. EVALUATION OF FIRST VIRTUAL MEETING**

- 8.1 Chair to seek feedback on 'What worked well' and 'What could be better' for the next virtual meeting.

Overall feedback was positive. It was mentioned that documents can be shared on screen. It was also suggested that virtual access to meetings should be a feature available even when we are allowed to meet face to face. This would assist people who might not otherwise be able to attend meetings due to childcare or work.

## **FGB9. CONFIDENTIALITY**

- 9.1 To determine any confidential items. None identified.

## **FGB10. DATES OF FUTURE MEETINGS**

- 10.1 TBC. The meeting ended at 18.45.