

# LOOSE PRIMARY SCHOOL

## Local Governing Body Meeting

Wednesday 8<sup>th</sup> July at 5.30pm by ZOOM

**Present:** Sam McMahon (Chair/Parent Governor), Sarah Holman (HT), Ingrid Dutch (Staff Governor)

**In attendance:** Anita Makey (Associate Governor), Liz McLaren (Schools Clerk, Minutes)

Item number	Action
<p><b>1 Welcome and any introductions</b></p> <p>1.1 CoG welcomed everyone to the meeting. It was advised that the meeting was being recorded for the purpose of minuting and this would be deleted once draft minutes were approved.</p> <p>1.2 It was duly noted that the meeting scheduled for Wednesday 18<sup>th</sup> March 2020 had been cancelled due to the death of Darren Webb, CEO to CPP and the Covid 19 lockdown. This meeting was the first since these events.</p>	
<p><b>2 Apologies for absence</b></p> <p>Apologies for absence were received from John Kenny (Co-opted) and Emma Eldridge. Reasons were given and duly accepted. The meeting was declared quorate.</p>	
<p><b>3 Declaration of business interests and any other admin matters</b></p> <p>There were no changes to business interests</p>	
<p><b>4 Minutes of the last meeting Wednesday 5<sup>th</sup> February 2020 and any matters arising</b></p> <p>4.1 The minutes of the last meeting were duly agreed and signed by the Chairman</p> <p>4.2 Governors were advised that the issue of charges for the pool were currently pending due to closure. This would be re-addressed once the pool was opened. Alternative income could be via the six arranged non-uniform days for 20-21.</p> <p>4.3 Quality of Education monitoring reports would be discussed at the September meeting. The Trust Board (TB) had arranged Governor training sessions at LPC during 20/21. LM would find out who would be conducting the training.</p> <p>4.4. LM to organise permanent internet log in codes for Governors by September.</p>	<p>LM next meeting</p> <p>LM next meeting</p>
<p><b>5 Any other urgent business</b></p> <p>5.1 A letter had been sent out to parents explaining procedures for return of all children in September 20. Children will be grouped into 5 bubbles; one for each year group in KS1 and 1 each for Yrs 3/5 and Yrs 4/6. This gives more flexibility in terms of staffing and resources and will enable the school to run the after school club. However, it would mean up to 200 children in the KS2 bubbles. Running the breakfast club would be more complicated and the school was currently looking at viability for September.</p> <p><b>Q. Are the school clubs profitable?</b></p> <p>A. Yes, they provide a good income for the school.</p> <p>5.2 It was confirmed that the holiday play scheme will be running this summer in the KS1 building. Depending on attendance, there will be 2 and sometimes 3 bubbles each day, with each bubble consisting of 15 children to 2 members of staff. Each bubble will be colour coded and children/staff remain within their designated bubble, having their own washroom facilities and outside play area. The scheme will run Mon-Thurs only. Children will continue to be dropped off at the gate during the scheme and this process will be carried on again in September. Likewise, KS1 children will continue to use the Lancet Lane gate and wait on yellow spots as now. The bubbles are smaller than they will be in September as the holiday club is run in</p>	

<p>conjunction with the current guidelines as they are now. These change on 1<sup>st</sup> September when the school becomes fully operative.</p> <p><b>Q. Where children can't mix in bubbles, how will this work in the after school club?</b></p> <p>A. In the same way as we operate now. There are 3 different exits for children. KS1 use Lancet Lane, Yrs 3/5 use the main gate and yrs 4/6 use the side gate. This has worked really well and will be continued in September. KS1 children love the new routine and it gives them a certain amount of independence. Tears and anxiety appear to have been reduced.</p>	
<p><b>6 Update on Trust matters</b></p> <p>6.1 The minutes of the TB minutes of 12<sup>th</sup> Feb 20 and 20<sup>th</sup> May were duly noted.</p> <p>6.2 Nothing further to discuss</p> <p>6.3 Nothing further to discuss</p>	
<p><b>7 Trust policies</b></p> <p>7.1 The following policies, approved at the Feb 20 and May 20 TB meetings were duly noted:</p> <ul style="list-style-type: none"> <li>• Admission Policy</li> <li>• SEND policy</li> <li>• Online Safety Policy</li> <li>• Scheme of Delegation 19-20 (rev)</li> <li>• Finance (approval recommended by F&amp;A committee)</li> <li>• Early Years</li> <li>• Sex and Relationships Education</li> <li>• Attendance</li> <li>• Anti-Bullying</li> <li>• Risk Register (to be updated again re the general impact of Covid19)</li> </ul> <p>It was advised that these could be viewed on the Coppice website</p> <p>7.2 HT advised that a letter had been sent out to parents on the school sex/relationships policy and this had been reviewed by the parent council and school. No queries had been received.</p> <p>7.3 HT advised that the schools Safeguarding and Behaviour policies will have addendums because of the current situation.</p>	
<p><b>8 School strategic matters</b></p> <p>Updates had been sent to Governors regularly throughout lockdown. A summary report had been produced for the meeting and key points mentioned as below:</p> <p><u>Staff</u></p> <p>8.1 Staff costs were 79% - Trust target was 80%. Support staff appraisals had now been completed.</p> <p><b>Q. What has been happening with staff CPD?</b></p> <p>A. Some training has been done online with SEN/intervention and emotional wellbeing. VSK conducted training on attachment. A lot of the TAs worked hard on CPD during lockdown.</p> <p><b>Q. What about provision for new staff starters?</b></p> <p>A. The 2 NQTs due start in in September have visited the school - with social distancing measures in place. They have met their Yr Group teams, TAs and Mentors. All relevant documentation has been completed.</p> <p>8.2 Further information is in the Confidential Annex for Governors.</p> <p>8.3 Branwen Taylor (Trust School Improvement Leader) will be working 2 days at Coxheath and 3 days in Loose from September 20.</p> <p>8.4 Further information and questions are in the Confidential Annex for Governors.</p> <p>8.5 It had been revealed that maternity cover wasn't available to schools with Academy status. HT advised that each year a financial risk assessment would need to be done to ensure that cover could be provided if necessary.</p> <p>8.6 Further information and questions are in the Confidential Annex for Governors</p> <p>8.7 The need for nurture has increased significantly and the school has increased their nurture team with the addition of a nurture lead TA and nurture support TA.</p>	

<p>The CoG praised the school for the amount of work they have achieved over the past few months, with the provision available.</p> <p>8.8 It was reported that it had been impossible to visit all the nurseries this year due to lockdown. Thanks was given to ID, who had rung all of the nurseries and gleaned sufficient information to enable a smooth transition for all incoming YrR children especially those children with special needs. Meetings with these children and parents had been conducted using Zoom. This had worked really well.</p> <p>8.9 The HT advised that new transition arrangements, for this year, had been sent out to parents. There had been a number of changes, eg: parents would no longer be able to stay in school at the start of the day; there would be no teddy bears picnic this summer; settling in times had been extended to 4 weeks; parents meetings, if requested, would be taking place by phone; parents would only be able to access the classroom on a Friday and in very small groups. Children would be in school on a part time basis only until 28<sup>th</sup> September.</p> <p><b>Q. Are you confident that your Early Years Team are happy with and prepared for these arrangements?</b></p> <p>Q. Yes, the team has worked really well to ensure that things as good as they can be within the current guidelines. We have been really pleased with how well and how quickly the current Yr R settled back into school.</p> <p><u>Pupils</u></p> <p>8.10 Pupil numbers have changed day by day depending on how many key workers have been required. Children have been working in mixed aged bubbles if necessary but have coped very well. Marking has been done by verbal feedback due to restrictions and this has been very successful.</p> <p><b>Q. How have Yr 6 coped with their transition onwards?</b></p> <p>77 out of 97 children have been attending school. They have done amazingly well and show resilience. The school has been able to hold the usual leaving events; a lunch, sports day and even a video production of Aladdin from their bubbles.</p> <p>8.11 The Yr 6 survey results had been received but hadn't yet been collated. A lot of positive comments had been noted though. The only negative comments seemed to be with the same children chosen over the years to do church readings, working with the art teacher, etc. This had already been addressed and would continue to be going forward. Once collated, the comments will added to the strategic document.</p> <p>8.12 Staff were praised and thanked for their dedication to their work. They were confident in the schools risk assessment and had reported how safe they have felt at work. They had worked tirelessly, through holidays, to organise online and classroom learning, phoning parents of children not in school and all whilst they were conscious of putting their own families at risk at home. Staff, who were not assigned to bubbles, had also worked tirelessly across the school doing tasks such as gardening, decorating the staff room and after school room, washing curtains, sanding and oiling outside woodwork. The CoG agreed to write to thank all staff on behalf of the LGB.</p> <p><u>Other Information</u></p> <p>8.13. After discussion the budget was approved pending any further questions from JK/EE.</p> <p>8.14 It was confirmed that the school was fully staffed apart from 1 x TA post (30 hours and to be appointed in due course) and a music teacher (from January). Midday supervisors are currently being recruited for September.</p> <p>8.15 Holiday club will run this summer - detailed under item 5.2.</p> <p>8.16 Baseline assessment has been postponed until September 2021.</p> <p>8.17 Long standing site maintenance jobs have completed during lockdown.</p> <p>8.18 The Sports Premium and Pupil Premium reports are currently being updated and will be placed on the website in due course. These will be c/f to the Governors meeting in September for approval. LM to note and c/f.</p> <p>8.19 Governors were advised that the Strategic document was currently being updated. Due to lockdown the last comments noted in the report were in March and it had been planned to carry on from this point.</p>	<p>CoG ASAP</p> <p>LM next meeting</p>
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<p>8.20 The School calendar for 20/21 had been arranged with standard school events, however, due to Covid19 procedures these may, in due course, have to be changed, eg, meet the teacher and parents evenings.</p>	
<p><b>9 Safeguarding and disability matters</b>  9.1 Further information is in the Confidential Annex for Governors.  <b>Q. When can swimming lessons reconvene?</b>  A. The Pool team has advised that it will take 3 weeks to get the pool up and running following lockdown. This will happen in due course.  9.2 Vulnerable families have been phoned and are being kept in regular contact throughout the lockdown period.</p>	
<p><b>10 Any other school matters</b>  10.1 The Yr6 and Yr4 residential trips were discussed. Due to lockdown these had been cancelled for 2020 and parents had been informed. Due to imminent booking procedures it was now very unlikely that school would be able to book Sayers Croft (Yr4) for next year. The deposit for this year's Yr6 trip to the Isle of Wight (IoW) was non-refundable and consequently this had been transferred to 2021. Plans for Yr4/6 trips may be reconsidered in due course. Plans for the IoW trip in 2021 were duly approved.  10.2 Summer 2020 holiday plans were duly approved.</p>	
<p><b>11 Governor monitoring</b>  Dates for Governor monitoring were discussed and provisionally approved pending response from other Governors.</p> <ul style="list-style-type: none"> <li>• 13<sup>th</sup> Nov 2020</li> <li>• 5<sup>th</sup> Mar 2021</li> <li>• 18<sup>th</sup> June 2021</li> </ul> <p>The time plan will remain the same on each visit:</p> <ul style="list-style-type: none"> <li>• 8am-10am Quality of Education</li> <li>• 10am-12pm Leadership &amp; Resources</li> <li>• 1-3pm Welfare</li> </ul> <p>Finance meetings will take place from 10am-11am on Mondays following the monitoring visits:</p> <ul style="list-style-type: none"> <li>• 16<sup>th</sup> Nov 2020</li> <li>• 8<sup>th</sup> Mar 2021</li> <li>• 21<sup>st</sup> June 2021</li> </ul>	
<p><b>12 Any other governor matters</b>  12.1 ID stepped down as Staff Governor and it was confirmed that from September the new Staff Governor will be Ben Farley. The CoG/HT thanked ID for all her hard work and support.  12.2 After discussion, it was agreed that from 1<sup>st</sup> September, SM would be re-elected as CoG for the LPS/LGB and be appointed as a Co-opted Governor rather than a Parent Governor. Accordingly this would leave 2xParent Governor posts for election. A skills audit would be conducted to check current skills. A letter would be sent to parents at the beginning of T1, allowing time for a ballot if necessary and inviting the successful candidates to the first LGB meeting at the end of September. LM to organise and to liaise with Clare N regarding skills audits.  12.3 It was agreed that Monitoring pairs would be decided at the September meeting and LM was asked to carry this forward to the next agenda.  12.4 LGB training has been organised on certain dates throughout 20/21 at LPC. These dates will be confirmed in due course.</p>	<p>LM ASAP</p> <p>LM next meeting</p> <p>LM next meeting</p>
<p><b>13 Agreement of confidentiality and action points</b>  Staffing items should remain confidential. Action points were agreed as listed below.</p>	

<p><b>14 Points to feed back to the Trust Board</b></p> <p>14.1 SH advised that she would speak to the TB regarding maternity cover for teachers.</p> <p>14.2 Further information and questions are in the Confidential Annex for Governors.</p>	
<p><b>15 Dates for next LGB meetings and any school events</b></p> <p>2020/2021 LGB meeting dates were confirmed as follows:</p> <ul style="list-style-type: none"> <li>• 30<sup>th</sup> Sept 20</li> <li>• 2<sup>nd</sup> Dec 20</li> <li>• 3<sup>rd</sup> Feb 21</li> <li>• 24<sup>th</sup> Mar 21</li> <li>• 19<sup>th</sup> May 21</li> <li>• 7<sup>th</sup> July 21</li> </ul> <p>All meetings will run from 5.30-7.30pm</p> <p>Governors will continue to see weekly newsletter for school events</p>	

Signed.....

Date.....

***(Chair of governors to initial bottom of every page)***

***ACTION LIST***

Para no	Action point	By whom/when
4.3	LM to ascertain who will be leading the Governor Training sessions	LM ASAP
4.4	LM to discuss and arrange Governor login codes	LM 1 <sup>st</sup> Sept
8.12	CoG to write to staff	CoG ASAP
12.2	LM to organise parent election correspondence and to liaise with CN regarding skills audits	LM 1 <sup>st</sup> Sept
12.4	LM to check training dates	LM 1 <sup>st</sup> Sept
8.18/12.3	Items to c/f to next agenda	LM next meeting