

THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL

Meeting of:	Local Governing Body		
Date and time:	Monday 28 th September 2020 at 5:30pm (by Zoom conference call)		
Governors Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Justine Howard (Vice Chair), Rachel Bryan, Mary Isgar, Rod Hague		
Others in attendance:	Charles Shaw (Clerk),		
<u>Quorum</u> :	6	Quorum met:	Yes

No.	<u>Item</u>	Action
1.	<u>Prayer</u> The meeting opened with a short prayer.	
2.	<u>Apologies</u> Apologies were received from Rev Rachel Hawes and Liz Coyne.	
3.	<u>Declarations of interest.</u> None. CS noted that Governors had to complete the DCAT DoI form that has been sent out electronically in an email from Jo Saunders (Governance Manager).	
4.	<u>Previous Minutes</u> These were agreed to be an accurate record of the meeting and were signed by the Chairman, who will forward a copy to the school. CS reported that Jo Saunders will contact Governors when their term of office is due to expire. There were no other outstanding actions.	

5.

Return to school update

NM stated that almost all children have returned to school. There are three children who have not returned and are being home schooled. The school is in the process of checking that this is being registered and that they are taken off roll. One of these children is on the Child Protection Register, but has since moved out of county. The school has informed Social Services.

There are no school refusers and overall children have settled in well. The Reception year is full.

All staff have returned to school. NM gave a brief overview of staffing and stated that there is a KS1 teaching vacancy due to a recent resignation – this teacher has since left the school.

Open days will not be taking place this term, and instead an external agency has produced a virtual tour of the school that can be viewed via a link on the school's website. This was produced at a reduced cost by the video company (£55 per classroom) and free for corridors and Peace Garden.

Parents / carers of potential new SEND children might be able to visit the school, but appointments need to be booked in advance and conform to COVID procedures.

NM stated that completing all the processes involved with getting the children back to school had been very taxing and time-consuming and consequently it had been difficult to complete some other routine tasks. JP agreed to raise this at the next LGB Chairs' meeting so that senior DCAT staff are aware of the pressures the school is under.

NM has been in contact with Darren Carpenter (DCAT) regarding streamlining some procedures and centralizing some data capture and reporting.

Governors expressed thanks to NM and staff for all the work they have undertaken, and emphasized that they should ensure that their wellbeing is also considered at this time.

6.	<p><u>Recovery Curriculum</u></p> <p>NM stated that many children had missed up to 6 months of schooling. Handwriting and spelling have particularly suffered, and children have found difficulty in concentrating in class after such a long time. The school will undertake PUMA and PERA tests where necessary to assess the level children are working at.</p> <p>Although there is still a need to follow the National Curriculum, the Recovery Curriculum is based on Restore, Reconnect and Recover. This is applied each afternoon and is timely and appropriate for each child. Due to the amount of time that was lost it will take months to become fully effective.</p> <p>Some areas of the curriculum are to be carried over (e.g. Yr 2 phonics is being covered in Yr 3).</p> <p>The school has drafted plans for either a localized or national lockdown, and learning would involve home learning and the use of Google Classroom. Staff will be trained in the latter, which is DfE funded. Yrs 1 & 2 would require parental support to access it, but other years will have direct access.</p> <p>The majority of children have access to home IT, but there are currently 8 families that the school knows of that do not have suitable access.</p> <p>Due to administration complications not all iPads are available for school use. The PTA is looking to fund IT equipment.</p> <p>8 laptops are on order but have not yet been delivered.</p>	
7.	<p><u>Academy Development Plan</u></p> <p>NM reported that much information from last year's ADP has been carried forward to the current plan and it has been linked with current COVID procedures.</p> <p>The ADP (which has been previously circulated to Governors) has been split into sections that match the Ofsted categories. SIAMS is also included, which is not an Ofsted requirement. Ofsted will be interested in how the school is recovering from the effects of the pandemic and the ADP reflects this.</p> <p>The ADP is shared on the DCAT Sharepoint so others (e.g. DCAT Senior Team) can access it.</p> <p>NM agreed to highlight the key areas of the ADP and circulate them to Governors.</p> <p>The ADP runs from July 2020 to July 2021.</p> <p>Subject leaders use the ADP to plan work.</p>	NM
8.	<p><u>Finance</u></p> <p>There will be up-front costs associated with the departure of the KS1 teacher, but as these will be supply costs there will not be holiday pay, pension etc and so from a financial point of view it will be approximately cost neutral.</p> <p>There will be high costs of providing cover if staff have to self-isolate. TAs are not obliged to provide cover, although some have said they are able to do this.</p> <p>The Finance Committee will meet at 8:45am on Monday 12th October and the Pay Committee will meet at 3:00pm on Thursday 1st October.</p>	

9.	<p><u>Safeguarding</u></p> <p>There are no safeguarding concerns that Governors need to know about. Over the summer break the police informed the school of an “at risk” child. The school continues to work with Social Services and other agencies in respect of safeguarding matters, including the child who has been removed from school and moved out of county.</p>	
10.	<p><u>Health & Safety</u></p> <p>To ensure COVID procedures and social distancing are maintained, parents, who might normally visit the school are being contacted electronically (e.g. by Zoom). Where direct meetings take place then face masks are worn. Hand sanitisers have been placed at the entrance to the school for visitors to use.</p> <p>A three-day H&S audit has taken place, but it has not been as thorough as expected and overall has been a disappointment. Feedback has been given to the consultants, who are moving on to St Columba.</p>	
11.	<p><u>Any Other Business</u></p> <p>a) The current Risk Assessment is on the school’s website.</p> <p>b) The annual DCAT inspection is taking place on 6th October. JP & NM will attend. DCAT has employed a consultant who has a track-record in taking “Good” schools to “Outstanding”. NM has already met with him and will continue to do so on a fortnightly basis.</p> <p>c) There is a need to recruit more Parent Governors. JP agreed to send NM a previously used “expression of interest” letter for circulation.</p> <p><u>Next Meeting:</u></p> <p>3rd November at 5:30pm (moved from 2/11/2020 due to Inset day).</p>	JP

The meeting closed at 7.10pm

Summary of Agreed Actions:

No	Action	By	Status
	Highlight the key areas of the ADP and circulate them to Governors.	NM	
	send NM a previously used “expression of interest” letter for circulation.	JP	



Signed

Date 3rd November 2020