

THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL

Meeting of:	Local Governing Body		
Date and time:	Thursday 28 th May 2020 at 10:00am (by Zoom conference call)		
Governors Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Justine Howard (Vice Chair), Liz Coyne, Rachel Bryan, Rod Hague, Mary Isgar, and Rev Rachel Hawes		
Others in attendance:	Charles Shaw (Clerk),		
Quorum:	6	Quorum met:	Yes

No.	Item	Action
1.	Prayer The meeting opened with a short prayer.	
2.	Apologies No apologies were received	
3.	Declarations of interest. None	
4.	<p>Finance (2020/21 draft Budget)</p> <p>Governors confirmed they had received the budget paper in advance of the meeting.</p> <p>RB stated that PP income tails off next year and EHCP income is predicted to be low. The budget is a cautious one.</p> <p>Expenditure is on track and staffing costs account for most of it. Many staff are highly qualified and experienced and so are towards the upper end of the pay-scale, but the school believes the benefits this brings to children outweigh the additional cost. There will be some temporary TAs for EHCP pupils. WSCC service level agreements are being reduced as DCAT can provide many of these services and so there will be savings as these will not be renewed.</p> <p>The prediction is for the budget to be £114 in credit.</p> <p>Governors asked what contingency there is to cover emergencies and / or unforeseen circumstances. There is a carry forward of approx. £45K, some insurance cover payouts are yet to be received and any capital expenditure / maintenance will be referred to DCAT.</p> <p>Governors agreed the draft budget.</p>	

5.	<p>Staffing</p> <p>NM stated that Mrs Burns (Early Years) is leaving and so her position has been advertised. NM is going to speak with Chichester University about some of the applications received, as these were poor. However, an exceptionally good candidate, Lesley White from Moulscombe Primary has been appointed and will be starting in Sept. JP stated that due to the COVID restrictions the interview process had had to be changed, but he had seen the interview notes, had spoken with NM and authorised the appointment.</p> <p>Although the position is still unclear it is unlikely that new pupils to the school or Yr 6 pupils going to new schools will be able to have transition days in Summer Term 2. However, the school will offer two afternoon dates in August for pupils to do this. This will require some staff to be working on these days.</p> <p>New staff have been appointed in Reception and to work with Liz Coyne in her class.</p> <p>The apprentice TA has been performing very well and will soon have her portfolio signed off, meaning she can work from Sept.</p> <p>After school clubs will continue to be supported in Sept, but the detail still needs to be confirmed.</p> <p>An advert has been placed for a school Secretary and interviews are scheduled for June, with a view to the new appointee starting in August.</p>	
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6.

School Re-opening Plans

NM reported that the school has remained open to children of Key Workers or who are deemed vulnerable throughout the lockdown period.

New regulations state that there should be a maximum of 15 children per class (known as a “bubble”). Desks must be 2m apart and teachers must remain 2m away from children. Bubbles cannot mix with each other.

The regulations mean that an additional classroom has had to be created from the library space.

The priorities for children returning are Key Worker, Vulnerable, Nursery, Reception, Yr 1 and Yr 6. The school has contacted parents to see whether their children will be returning to school and at present it appears each bubble will be full.

The school has devised a one-way system to move around and there are 6 different drop-off and pick-up times so that social distancing can be maintained. Parents will not be allowed into the school, and Rolls Royce has generously allowed parents and staff to use their car park.

Any Yr 6 children that cannot be accommodated in the school’s bubble will be asked to attend Central School which has Yr 6 capacity.

There will be staggered lunch and play breaks so that children do not mix with those from other bubbles, and the field has been taped off so that social distancing can be maintained.

Toilets are now gender neutral and handwashing is required throughout the day. Extra mobile sinks have been purchased, together with hand gel and disinfectant.

The school will close to children from Friday lunchtimes so that staff can still have PPA.

Each day at 3pm there will be a deep clean and additional cleaning will take place on Friday pm when children are not in school.

RB is maintaining a log of additional COVID costs, although some savings have been made through not having to pay for previously agreed activities / purchases.

Children will use their own pencil case so that pencils are not shared. School uniform will still be worn although trainers can be worn instead of school shoes. Bags may not be brought into school, although lunch boxes are acceptable.

Chartwells is currently unable to supply packed lunches.

To maintain social distancing older pupils will self-mark work under the guidance of their teacher and teachers will be supplied with hand gel in the event they need to handle pupils’ books. Reading books will not be sent home.

The school has supplies of PPE in the event of a child becoming ill and a room next to the Head Teacher’s office has been designated for these purposes. Teachers will be permitted to have their mobile phones turned on so that they can call in the event of an emergency.

Parents have been informed of the changes to deal with the pandemic and most have been supportive although one complaint has been received and dealt with by DCAT.

COVID updates and information is on the school’s website and regularly updated.

7.	<p><u>Health & Safety</u></p> <p>NM reported that the decking and fencing have been repaired and the drains are properly covered.</p> <p>New sign-in procedures have been developed and the front office will be closed to parents and visitors. Tape markings around the school will help to maintain social distancing.</p> <p>Digital thermometers have been ordered by DCAT but have not yet arrived.</p> <p>New procedures to deal with a pupil or member of staff who displays COVID symptoms have been developed.</p>	
8.	<p><u>Safeguarding</u></p> <p>Due to the reduced numbers of children in school there have been no safeguarding concerns that Governors need to know about. A Child Protection case conference with Social Services in respect of a pupil has taken place.</p> <p>Families of vulnerable children continue to receive regular phone calls from staff and home-schooled children are also being contacted by teachers and group Zoom meetings have taken place.</p>	
9.	<p><u>Any Other Business</u></p> <p>Rev Rachel agreed to undertake some Zoom assemblies which can be recorded and replayed to bubbles.</p> <p>Governors expressed their thanks to NM for all her hard work and commitment during the lockdown period and asked that these also be passed on to staff.</p>	
10.	<p><u>Next Meeting:</u></p> <p>1:00pm on Wednesday 24th June 2020 by Zoom</p>	

The meeting closed at 11.30am

Summary of Agreed Actions:

No	Action	By	Status

Signed

Date 24/6/20