



Aston By Sutton Primary School

## Summer Term 2020

### The Governing Board of Aston By Sutton Primary School

### Minutes of the Full Governing Body Meeting

Held as a virtual meeting on 30<sup>th</sup> June 2020 at 1.30pm on Zoom

#### Composition of Governing Body:

Name	Category of Governor	date of end of tenure	Designated Role	In Attendance
Mr J Baldacchino	Associate	25/3/24		
Mrs L Okell	Co-Opted	6/2/23		
Mrs C Cavanagh	Co-Opted	25/3/24		✓
Ms T Horsefield	Staff	19/6/22		
Mrs H Kershaw Jones	LA	12/9/20		✓
Mrs A Plant	Headteacher		Headteacher	✓
Mr A Shaw	Co-Opted	6/2/23		
Mrs S Williams	Co-Opted	23/3/24		✓
Ms K Wright	Co-Opted Staff	19/6/23		✓
Mrs K Davies	Parent	11/2/23		✓
Mrs L Charteris	Parent	18/3/22	Chair	✓
<u>In Attendance</u>				
Mrs S Knight			Clerk	✓

The Clerk checked the meeting was quorate.

*The Governing Board has approved alternative arrangements for governors to participate or vote at meetings of the Governing Board including but not limited to by telephone or video conference.*

#### 1. Apologies

Apologies were received from Mrs Okell Mr Baldacchino and Ms Horsefield, no apologies were received from Mr Shaw.

#### 2. Authorised/Unauthorised absence

Governors authorised the absences.



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### 3. Declaration of pecuniary interests.

To declare any potential pecuniary interest or conflict of interest between an individual and the governing body as a whole with the business to be discussed during the meeting.

#### **RESOLVED:**

That no declarations of personal or pecuniary interest were made.

### 4. Minutes of Last Meeting

#### **RESOLVED:**

That the non-confidential minutes of the meeting held on the 15<sup>th</sup> May 2020 be confirmed as an accurate record and be duly executed by the Chair.

### 5. Headteachers Update

The Headteacher gave an update on the following points:

- **School Re-Opening**

The Headteacher reported that re-opening had gone well. Pupils attending school complete Maths and English in the morning and practical activities in the afternoons. Pupils have settled in well and there has been a good percentage of pupils taking up places.

- **Budget**

Governors were informed that additional cleaning hours have been implemented for the Site Maintenance Officer. The total cost from June to October is £3130.00. This has been approved by Governors. The Headteacher highlighted that they may need to consider keeping the increased hours, prices were shared with Governors on a cumulative basis, until December it would be £4695.00 and until February half term it would cost £6260.00.

*Q: A Governor asked if the figures are in the budget at the moment?*

*A: The Headteacher replied that the costs that have been approved are in the budget up until October half term.*

**ACTION:** Governors to review cleaning hours at the Autumn meeting.

- **Appointments, Contractual Changes**

The Headteacher told Governors that they have appointed a new TA to work in Reception class. From September every class will have a TA. There are 2 applications for pupils to have EHCP's if these are approved staff may have additional hours or they may need to appoint additional TA's to support the EHCPs.

*Q: A Governor asked what is an ELSA?*

*A: The Headteacher told Governors that it is an Emotional Literacy Support Assistant. The Pupil Premium funding or Sports funding can be used to pay*



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*for the costs associated with the role. It is a recognised program and delivers 2-3 sessions to pupils per week.*

*Q: A Governor asked why the school would be able to use Sports Funding?*

*A: The Headteacher said that the funding covers all aspects of health, the ELSA targets mental health and wellbeing.*

Governors noted that the staff training for the role make take place remotely.

- **Vulnerable Pupils and EHCP's**

Pupils with EHCP's have returned to school on a phased basis. Governors received a breakdown of pupils that have returned to school. The school has 15 vulnerable pupils and 7 of these have returned to school. Phone calls are made to pupils and their families by staff and the Headteacher of those not in school.

- **Building Use During Closure**

The Headteacher told Governors that the bubbles and the pop-up staff room in the hall are working well.

Prior to the meeting Governors received some details of what the plans are from the government from September. They noted that whole classes will return and there will be no social distancing for pupils, staff must remain 2m apart. Circular tables should not be used, and desks should face the front. Governors discussed these points and concluded that some of the items may be solely for secondary rather than primary.

Governors were informed that all visitors to school were stopped prior to lockdown. External guidance from the LA has been received and it says that one SEND visit per day can be made to a school. The school has decided that this should be permitted and that the back of the hall is used for visits regarding SEND.

- **Home Learning**

The Headteacher told Governors that she will be conducting a survey with parents to see how many have utilised the work that staff have provided during lockdown.

A Governor commented that she has received positive feedback on what the school provides and that it gives the children structure.

The Headteacher told Governors that TA's have been completing online training at home. Feedback has been good from staff.

- **Wellbeing of Pupils**

Some staff have completed Trauma training, the feedback from staff was that it was very useful. Pupils returning to school have coped and adapted to the



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changes well. Each pupil has remained with their own class teacher and in their own classroom.

- **Wellbeing of Staff**

Staff have been taking longer at lunch which is positive and the Headteacher said that she hopes this will continue into next term. Staff have received rainbow badges and a candle from the Headteacher to thank them for their hard work.

Governors were informed that staff have retained PPA sessions as full afternoons, and these have been taken off site.

- **Transition**

Governors received the transition plan prior to the meeting. Pupils in current Reception to Year 5 will return on the 2<sup>nd</sup> September to their class of 2019/20 for 2 days, on Friday the 4<sup>th</sup> September they will transition to their new class. New Reception pupils will start on the 7<sup>th</sup> September for half days for 2 weeks.

The Headteacher told Governors that no negative feedback has been received. A Zoom meeting will be held on the 1<sup>st</sup> July 2020 for new parents.

### 6. Safeguarding

The Headteacher reported that there are no major concerns at the moment, any incidents are reported on CPOMS.

### 7. Finance Items

Governors confirmed that the only amendment to the draft budget was the increased cleaning costs £3130.00. These have now been entered into the budget by the budget officer.

**RESOLVED:**

Governors approve the budget for 2020/21.

No budget monitoring report was received, this will be shared at the next meeting.

**ACTION:** Governors to receive a budget monitoring report at the next meeting.

### 8. Policies

The Headteacher reported that there are a number of policies due to be reviewed. These will carry forward to the Autumn term.

Governors were informed that the school has purchased the Christopher Winter scheme of work for RSE.

Governors noted that the DfE have deferred the implementation of SRE until Summer 2021.

The Headteacher will consult with parents on the policy in the next academic year.

**ACTION:** Headteacher to consult with parents on the SRE policy.



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**9. Correspondence to the Chair of Governors/Chairs Action**

The Chair has not taken any action on behalf of the Governing Board since the last meeting.

**10. Date and Time of Next Meeting**

Governors requested meeting dates for a Thursday at 4.30pm for the next academic year. Governors agreed to have two full Governing Board meetings in the Autumn term.

**ACTION:** Clerk to forward dates to the Chair and Headteacher for the next academic year.

*Q: A Governor asked if the school is finishing in July?*

*A: The Headteacher said that they are, there is a company coming into school for 2 weeks and will deliver sports and activities to children. The sessions will run from 8.30am to 4.30pm and there is a maximum of 20 places. They will use the school hall and outdoor areas. The cost per week is £67.50, school will pay 50% towards the cost for PP and FSM pupils. Priority booking has been given to PP, FSM and pupils in Years 2,3,4 and 5.*

Governors noted that the school will be providing FSM vouchers to families for the summer as a lump sum e-voucher.

The Clerk reported that the application for Mr Baldacchino to be appointed as an LA Governor has been sent to the LA. Mrs H Kershaw Jones will become an Associate Governor from the Autumn term.

**ACTION:** Chair to write to staff and thank them for their hard work during the year.

Meeting closed at 2.25pm.

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Chair of Governors

SIGNED

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Date



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## ACTIONS SHEET

Full Governing Board Meeting – Aston By Sutton Primary School  
30<sup>th</sup> June 2020

The following actions were agreed at the above meeting:

<u>Agenda Item &amp; point for action</u>	<u>Person Responsible</u>	<u>Date to be completed by:</u>	<u>Outcome</u>
5. Governors to review cleaning hours at the Autumn meeting	<b>Governors</b>	<b>Autumn term</b>	
7. Governors to receive a budget monitoring report at the next meeting	<b>Governors</b>	<b>Next meeting</b>	
8. Headteacher to consult with parents on the SRE policy	<b>Headteacher</b>	<b>Spring term</b>	
10. Clerk to forward dates to the Chair and Headteacher for the next academic year	<b>Clerk</b>	<b>ASAP</b>	
10. Chair to write to staff and thank them for their hard work during the year	<b>Chair</b>	<b>End of term</b>	