



IVER VILLAGE JUNIOR SCHOOL GOVERNING BOARD MEETING

MINUTES of the meeting of the Governors of the School held remotely via video link on Thursday 2 April 2020 at 6.00pm

PRESENT:	Mr M Vinall -Chair	MV
	Mr J Barrow	JB
	Miss R Bjork	RB
	Mr C Clarke	CC
	Miss J Digweed	JD
	Mrs S Dobson	SD
	Mr T Munn	TM
	Dr A Nurse	AN
	Mrs R Paxman	RP

IN ATTENDANCE: Mr P Clifford- Deputy Headteacher
S Penkethman - Clerk

APOLOGIES Mrs L Price Apologies received and accepted

Governors AGREED that they were happy to change their standing orders to reflect the following

ALTERNATIVE ARRANGEMENTS FOR GOVERNORS' PARTICIPATION

Alternative arrangements for governors to participate or vote at virtual meetings (eg by phone, skype or other remote online provider and email) will be as follows:

- *allowed for individual governors and the whole board, at the discretion of the Chair*
- *The Chair would be allowed to attend remotely and chair the meeting.*

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting and the apologies were noted.

2. CONFIRMATION OF THE CLERK AND THE MEETING IS QUORATE

It was confirmed that S Penkethman (Bucks Minuting Ltd) would be the Office Holder Clerk for the meeting. It was confirmed that the meeting was quorate.

3. NOTIFICATION OF ANY OTHER BUSINESS

It was agreed that the following items would be discussed under Any Other Business

- Iver Village Infant School
- Child Protection

4. DECLARATIONS OF INTERESTS IN RELATION TO ITEMS ON THIS AGENDA AND ANY CHANGES TO THE REGISTER OF INTERESTS

There were no declarations of interest or changes to the register of interests.

5. MINUTES OF THE MEETING HELD ON 14 November 2019

The Minutes of the meeting having been circulated, were confirmed and would be signed by the Chair as a correct record at the next face to face meeting.

Clerk

6. **MATTERS ARISING FROM THE MINUTES** (*not covered elsewhere*)

8.1 Privacy notice - this had been dealt with by the Chair.

7. **STRATEGIC MANAGEMENT**

7.1 **Report of The Headteacher**

The Headteacher advised that

- The staff were keen to keep the School open for as long as possible
- A staff rota on a five-week basis had been implemented with three members of staff per week attending school
- The number of staff coming into School if not on duty was being limited
- If one member of staff was to get ill, then the whole team would be asked to self-isolate and another team could take over
- All staff had intended to carry on during the Easter break
- The key worker parents did not need childcare for the bank holidays so the School would be closed Good Friday until the following Tuesday
- The School was receiving daily updates from the Local Authority (LA) part of this would enable the LA to track the vulnerable pupils
- The Chair of the Primary Executive Board had been very proactive assisting the Headteachers
- An LA appendix will be added to the Child protection policy when it is available which staff should be able to readily access to cover any safeguarding issues during these circumstances
- The SENCO was in contact with social care
- Regarding the free school meals many parents did not want pack lunches to pick up from the School each day and so they were being given supermarket vouchers instead. A certain amount of funding was given to the hot meal provider in order to support the company
- The Parish Council and organised food packages which were assisting three families at school
- The Deputy Headteacher was in charge of the School's website and was sending out regular updates
- After the Easter break the School would send out weekly packs of work to the pupils
- Miss Bjork was investigating setting up remote lessons
- The SENCO could access the SIMS programme from home so that she could remain in contact with the families
- The School Business Manager was also operating from home covering finance and premises
- The School Administrator was sending out texts to the families and had also come into school when required

A Governor asked about the pupils not attending school and what was being provided for them

It was noted that the pupils were being set work via Purple Mash and pupils were able to communicate to the class teachers via Purple Mash. Some parents were engaging and were assisting the pupils, some families were not engaging even though the SLT had phoned and texted them, these pupils were not classed as vulnerable. Some families were really engaging and sending in photos and messaging the teachers regularly. It was confirmed that no-one was emailing the pupils directly and all staff were using the parents email addresses. The Deputy Headteacher was investigating an online platform to host work and lessons for after the Easter break, there was enough work available for the pupils up to the Easter weekend. Staff were in contact with staff at other schools to share practice and ideas.

A Governor asked about the families not engaging.

The Headteacher confirmed at the moment the School had stopped texting and phoning as they worried about becoming a nuisance. However, the School would contact them all again after the Easter break via the class teachers rather than the SLT. Any family that had a SEN pupil or was vulnerable the School had already been in regular contact with them.

A Governor asked about the pupils attending school.

It was explained that it was hard to ask the pupils attending school to do complete normal lessons and so the staff were trying to find a balance. That day four pupils had attended, one with an EHCP, one was SEN and so they were all working at different levels. Gardening and calming activities including colouring and exercise had been introduced to reduce their stress.

A Governor asked about the SAT exams.

It was confirmed that these had been cancelled and there was no times table test for YR4. No further guidance had been circulated. The Deputy Headteacher had already analysed where the pupils would have been by the end of the Spring term regarding their progression.

A Governor asked about the staffing.

The Headteacher explained that she had started to recruit LSA's for September 2020 and had successfully recruited two. She had spoken to the staff about being in school for September during their midyear reviews. The SLT would meet to discuss the allocation of classes for 2020/21.

A Governor asked about the social distancing in school.

The Headteacher confirmed that this was happening in School as the pupil numbers were small. Pupils sat at separate tables and were encouraged to frequently wash their hands.

A Governor asked if the School budget covered the cost of the supermarket vouchers for the Free School meal pupils.

It was confirmed that the DFE would cover the cost of this expense, however the School would have to cover the cost of the vouchers supplied during the Easter break. It was noted that the income derived from the hot meal provider and the School clubs would be greatly reduced.

7.2 Visits/ Reports from External Agencies

Ofsted

The Governors congratulated the staff on a splendid result from the last Ofsted Inspection.

There was one action point identified by Ofsted which the Headteacher would draw up an action plan for implementation in September 2020. The SLT may create two School Development Plans for 2020/21 one for the Autumn term to assist with returning the School back to normal practice and the second for the other two terms. It was not yet certain that schools would return fully in September 2020, there was no guidance available.

7.3 FINANCE

It was noted that

- The draft budget had been submitted to the LA by the February 2020 deadline
- The Resources Committee had met before the school closures and had discussed the draft budget.

- The carry forward surplus had been expected to be £68,000
- The Committee had discussed the kitchen equipment and its replacement,
- The oven had been replaced in the last two weeks which had been budgeted for
- DFCEG would be used for the rolling programme of replacing the School's IT including the whiteboards. The Business Manager was obtaining quotes

The Governors AGREED to delegate to the Resources Committee to agree the final budget before LA deadline in May 2020

8. COMMITTEES

8.1 Resources Committee

This Committee had met and the minutes had been circulated.

8.2 Standards Committee

This Committee had not met.

8.3 Pay Review Committee

It was AGREED that the following would be covered by this Committee's remit.

The Governing Body will monitor the outcomes and impact of this policy on a regular basis (annually) including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

8.4 Hearing and Appeal Panels and Pupil Discipline Panel

These panels had not met.

9. GOVERNOR REPORTS

9.1 Chair

The Chair reported that

- He had agreed to the replacement oven being purchased and installed at a cost of £13,000.
- The oven had not yet been delivered as the installers were unable to social distance.
- The Headteacher would ascertain if the oven had been paid for and if so, would arrange for it to be delivered to the School even if it could not be installed.
- The hot meal provider had circulated an email asking the School to support them by giving them the FSM grant. The Chair had consulted with the Vice Chair Headteacher and Business Manager and then agreed to their request. This was mainly due to the important relationship the School had with Dolce. It was not known if Dolce would be furloughing staff as they were no longer providing hot meals.
- He and the SENCO had attended a meeting at Stoke Poges School at which Hero Slinn the LA SEND representative was speaking. The LA was attempting to address the SEND issues by hiring more staff.

JD

Governors RATIFIED the actions.

9.2 Development Governor

It was noted that the face to face training was no longer continuing although the Governors online training was available. The Governors would consider induction training for the new Governor.

JB

9.3 SDP Linked Governors

- Attendance Governor
- T&L Governor
- Personal Development and Behaviour Governor
- Outcomes for Pupils Governors
- L&M Governor

There was nothing to report.

9.4 Safeguarding Governor

The Governor had visited the School this term and had spoken to the SENCO and checked the Single Central Record. The SENCO was extremely busy presently and was not included in the staff rota for attending school.

10. ITEMS OF NOTE

KCSIE Consultation.

https://www.gov.uk/government/consultations/keeping-children-safe-in-education-proposed-revisions-2020?utm_source=477362b2-a141-4545-87b9-2619531e06da&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

The Safeguarding Governor would review the consultation.

Post meeting note: the consultation had subsequently been suspended.

11. POLICIES

<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

Pay Policy

The Governors APPROVED the policy which was based on the LA model policy.

12. INSET DAYS 2020/21

- Tuesday 1st September 2020
- Monday 4th January 2021
- Plus 3 additional in-service training days to be decided by each LA Maintained school.

<https://www.buckscc.gov.uk/media/4513740/2020-to-2021-bucks-approved-final-with-logo.pdf>

The Headteacher advised that in conjunction with the other local schools the inset days would be the last three days in the Summer term 2021

- Monday 19 July 2021
- Tuesday 20 July 2021
- Wednesday 21 July 2021

13. DATE AND TIME OF NEXT MEETING

- Wednesday 1 July 2020 at 6.00pm- it was noted that this may again be held remotely

14. ANY OTHER BUSINESS

Iver Village infant School

It was noted that the current interim Headteacher would be retiring at the end of the summer term 2020 and a new Headteacher Miss Gooch had been appointed.

The Chair had contacted the Chair of Governors at the Infant School regarding considering collaborating as the numbers of pupils attending both schools currently were low. There had been no decisions made as both were concerned if staff should become ill and pupils may not cope with attending a different school. However, the Junior School would be able to accommodate another School's pupils and would be able to keep them and their staff separate due to the nature of the school building.

Child Protection Policy

It was explained that the LA was drafting an appendix to the policy which would be circulated to the Governors for approval via email when it was available.

Chain of Command

The Governors AGREED that should the Chair and Vice Chair become infected/incapacitated the Headteacher would contact Mr Munn first then Dr Nurse.

A Governor asked how else the Governors could support the staff

It was agreed that the Governors would send an email of thanks to each member of staff or contact them directly to thank them for the work they were doing in such difficult circumstances.

All
Governors

15. IMPACT STATEMENT

The Governors considered their impact through their discussion and decisions. This included

- The appreciation of the staff

16. CONDUCT OF MEETING

Governors confirmed that the meeting was conducted in an open manner and that all Governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes but maybe not the restricted confidential minutes

The meeting finished at 7.30pm

Signed Date

CHAIR