



**Minutes of a meeting of the full Governing Body  
of William Fletcher Primary School  
on Tuesday 16 June 2020 at 6.30 pm**

***Due to the Coronavirus pandemic, this meeting was held online using Microsoft Teams***

**Present:**

Trish Amesbury (TA) (Co-opted) (Chair)  
Vicky Ball (VB) (Vice Chair) (Co-opted)  
Kate Hopcraft (KH) (Parent)  
Anna Isles (AI) (Co-opted)  
Andrew Lister (AL) (Co-opted)  
Deborah Nind (DN) (Headteacher)  
Oliver Petter (OP) (Local Authority)  
Charlotte Rayner (CR) (Co-opted)  
Rosie Staniland (RS) (Staff)  
Kate Thorpe (KT) (Parent)  
Daniel Wickham-Jones (DWJ) (Parent)

**In attendance:**

Clare Saunders (CS) (Clerk)

This virtual meeting took place while lockdown due to the Coronavirus pandemic was in progress.

The meeting was opened by the Chair at 6.32 pm. The meeting was **quorate**.

**1. Welcome**

TA welcomed governors to the meeting and asked whether everyone had seen the paperwork which had been circulated via Governor Hub.

**2. Apologies for Absence**

There were no apologies as all governors were present.

**3. Declarations of Pecuniary Interests**

The Clerk confirmed that David Hinde, whose term of office as a governor had now ended, never returned a Declaration for this year. She explained that she has now completed the Register and has noted on it that no Declaration had been received from David Hinde; the Register has been sent to Sandra for the website. **Action: TA** to attempt one final time to obtain the outstanding Declaration and email it to the Clerk.

There were no further Declarations to be made and no updates to the Register.

**4. Minutes and Matters Arising from the meetings held on:**

**(a) 28 April 2020**

**item 3:** this item had already been discussed at item 3 above.

**item 11:** all governors had received the Microsoft Teams link for tonight's meeting. Action completed.

The Minutes of the meeting held on 28 April 2020 were approved, and signed by **TA**.

**(b) 15 May 2020**

**TA** reminded governors that there had been an additional meeting of the governing body on 15 May 2020, and that this had been clerked by an emergency Clerk. She informed them that the final version of the Minutes had not yet been received and that the draft Minutes were not in a satisfactory form, and could not yet be approved. She commented that when the Minutes were completed, they would be circulated via Governor Hub and that they could be approved by governors at that point.

**5. Chair's Items**

**TA** confirmed that David Hinde's term of office as Parent Governor had ended on 7 June 2020 and she recorded her thanks to him for his contribution to the work of the governing body. She commented that an election for a Parent Governor would need to be held at some point when it was appropriate to do so.

*Dates of governing body meetings for 2020-2021*

These were agreed as follows:

Tuesday 13 October 2020

Tuesday 1 December 2020

Tuesday 26 January 2021

Tuesday 23 March 2021

Tuesday 27 April 2021

Tuesday 22 June 2021

All meetings to begin at 6.30 pm.

*Dates of committee meetings for 2020-2021*

Resources

Thursday 8 October 2020

Thursday 19 November 2020

Thursday 21 January 2021

Thursday 11 March 2021

Thursday 22 April 2021

Thursday 10 June 2021

All meetings to begin at 3.15 pm.

Performance and Standards

Thursday 1 October 2020  
Thursday 19 November 2020  
Thursday 14 January 2021  
Thursday 11 March 2021  
Thursday 22 April 2021  
Thursday 10 June 2021

All meetings to begin at 9.00 am.

Curriculum

Thursday 8 October 2020  
Thursday 19 November 2020  
Thursday 14 January 2021  
Thursday 11 March 2021  
Thursday 22 April 2021  
Thursday 10 June 2021

Meetings to begin at 2.00 pm or 3.15 pm – times to be notified for each meeting at a later date.

**6. Headteacher's Report**

**DN** had circulated a written report in advance of the meeting and she invited questions from governors.

A governor asked whether, since half term when school opened more fully to allow children from Foundation Stage, Years 1 and 6 to return, there had been a full return of children in those classes. **DN** replied that at the start, a lot of parents had been anxious about sending their children back to school but that after a few days, she had started receiving requests for more and more children to return. She added that the school was now full and that they would struggle to find space for any additional children because of the current 2 metre social distancing rule still in place. She said that, if the government guidance on this changed, more children could return but that many of the classrooms were comparatively small and some were oddly shaped, which meant that fewer children could be accommodated under the current regulations.

**VB** commented that it was good that there were so many children keen to return to school, and **DN** agreed, saying that only 5% of the children who could have returned, have stayed at home, whereas nationally the figure for children not returning is around 70%.

**AI** mentioned the fact that the government has now said schools can decide for themselves which classes to accept back, and she asked whether **DN** had plans to bring back any children from Years 2 – 5 before the summer break. **DN** answered that she would be speaking about this a little later in the meeting but that at the moment, it was a case of creating as much face to face contact as possible between children not in school and their teachers.

Signed: 

Dated: October 13, 2020

**AI** said that she had heard talk of a proposal for a summer catch-up programme, and asked whether **DN** had heard about this; **DN** responded that she had not received any information about this and did not know anything more than was already in the public domain. **TA** suggested that the governing body should reject any plans that would involve the staff having to co-ordinate this during the summer holidays. She emphasised that in her opinion, the staff needed a complete break and that there should not be any unnecessary expectations made of staff and parents. **DN** commented that she had been in a meeting with Kim James from OCC and that it had appeared from what she had said that the local authority's view was that schools should close over the summer.

Referring to the Safeguarding section of the Headteacher's Report, **DWJ** asked about the children with a child protection plan who have not been attending school despite "best efforts" having been made by staff. He asked **DN** what had been done to encourage the parents to send their children in. **DN** replied that she was very happy to report that those children had in fact been in school today, and that before this happened, the school had been in weekly contact with the parents. She added that the social worker had also been involved but that in the end it had been down to her and another teacher to walk round to the family and collect the children. She commented that she did not think it should be part of the teachers' work to have to do this but that at least it meant that the children had attended school. She added that the family had been told that they needed to collect the children at the end of the day, and that she expected the family to bring them to school the following day.

**DN** told governors that the weekly contact with children eligible for FSM had been a very useful way of checking that everyone was still doing well.

**OP** thanked **DN** for her very full report and the wonderful work that she continued to do in challenging times. He referred to her list of the ways in which she had tried to contact families. **DN** replied that it was a relatively small number of families who did not engage with the school but that they continued to be a focus for her and for the staff. She emphasised that despite all the efforts made by the staff, there were still some children who were not accessing the work. She referred to traveller children, saying that they were a vulnerable group whose access to the curriculum had been minimal, and that she had been visiting the site on a weekly basis to see the children and to ask how the school could best support them. She added that it was important to remember that this was now the third week of the summer term, and that even in normal times, children always get tired this term and need different activities. She said that the staff were already considering how to address this issue.

**AL** commented that the school was doing particularly well in getting children to engage with the curriculum, and he referred to Years 3 and 4 where, out of a total of 78 children, there are a couple of children for whom computer work would not be right and who as a result are receiving work on paper, but that there are only 3 or 4 others who are not accessing the online learning at home.

**KT** asked whether the school had seen any trends developing in home learning, and she agreed that in the summer term it was particularly difficult to motivate younger children to focus on the work. She asked how the staff were feeling about the situation. **DN** answered that the atmosphere around school had been very calm and purposeful, and that the staff were working very hard checking online learning, which had created additional work for them. She said that she ensured that everyone had left the school site by 3.30 pm each day for health and safety reasons, so that the cleaners could enter and so that the staff could check the children's online work in the comfort of their own homes. She pointed out that since March the staff had got into a rhythm of setting and marking home learning but that now they had had to alter their working pattern again for the new routine of having some children in school, and she emphasised that she is mindful of staff welfare at all times.

**KT** asked whether the government's announcement earlier in the day about food vouchers being continued throughout the holidays would affect the school, and **DN** replied that the food bank was now really well established but that she needed to investigate the details of today's announcement to decide whether to continue instead with the present system.

**TA** thanked **DN** for all her work and for her report, and asked her to convey the thanks and best wishes of the governing body to her staff.

#### 7. **Safeguarding**

**TA** said that this had been covered in **DN**'s report. **DN** added that reporting had now moved from a paper-based method to an online system, and that she would be helping the rest of the staff team to get familiar with it.

#### 8. **Health and Safety**

**VB** informed governors that the health and safety audit has been deferred until next term.

#### 9. **Chair's Items**

**TA** told governors that **DN** would like to get all the children back in school for a period of time before the end of term, although not all at once. **DN** explained that she had been wondering how best to support children who were not currently in school as she was aware of how much they were all missing being there, seeing each other and their teachers. She commented that being away from school for such a long period of time as this has been could have an impact not only on academic progress but also on social and emotional wellbeing. She also reminded governors that in this term, there would usually be transition days giving children the chance to meet their new teachers and to visit their new classrooms; there would also be a big celebration for the Year 6 pupils to mark the end of their primary school days. She added that she felt September would be tricky for a number of the children and that if there were able to be in school before the end of term this would alleviate their anxieties about moving up in the new year.

**DN** shared with the governors possible plans to return more children to school.

A governor asked whether there would be a transition day for the incoming Foundation Stage children. **DN** replied that it would not be possible this year but that she and the staff were putting together a booklet for the new children with photos of the teachers and the learning space etc, and that she was suggesting doorstep visits to deliver these. She told governors that it was likely that even by September, it would not be possible to have all 39 children in school at the same time as each other, and that there would have to be a staggered start.

**KH** commented that she felt it was important to manage expectations as it was still unclear as to what the situation would be like in September. **DN** agreed, saying that she felt it was important to offer hope to the families, and that she had been told to make plans for different scenarios eg 2 metre distancing, 1 metre distancing, all children back at once. **TA** said that it was reassuring that plans were being made in order to be prepared for any scenario.

#### 10. Resources Committee

The Minutes of the meeting held on Thursday 11 June 2020 had been uploaded to Governor Hub.

**VB** invited questions on the Minutes, and a governor asked about the site survey of the field next to the nursing home. **DN** responded, saying that she understood that there is an application for planning permission to build 500 houses there, and that the nursing home have asked for a public footpath to be constructed, so OCC are sending a surveyor on Wednesday 24 June at 3.15 pm. She invited governors to join her for the meeting if they wished, and **TA** agreed to be there.

The next meeting of the committee will be held on Thursday 8 October 2020.

#### 11. Any Other Business

**KH** asked whether **DN** thought that the nursing home staff would be happy to put up signs asking cars to drive slowly, if they were given notices made by the children. She commented that the road does not have yellow lines nor signs saying that it is a private road, and that there have been incidences of people driving along it very fast, and also trying to park there. **DN** said that she was very conscious of the fact that the staff at the home had been kind enough to allow the school to use their lane when they could have refused, and that perhaps having someone standing on the corner in a hi-vis jacket might be more effective. A governor asked whether there was another possible route in to school, and **DN** replied that there was potentially a path through the car park and past RS' room, but that the paving was uneven. She emphasised that accessing the school via the lane has been working very well. It was agreed that **TA** would draw up a rota of governors to be on duty in the lane, and **DN** thanked governors and their children for their help in directing parents during recent weeks. **Action: TA** to email all governors via Governor Hub so that a rota of helpers to stand on the corner of the lane can be drawn up.

A governor asked whether the Governors' Gold Awards would be presented this year. **DN** answered that they had not been discussed but that it could be done and would be a nice

thing to happen before the end of term. The certificates could be posted out to the children who had won. **Action:** **DN** to talk to staff about the awards and **TA** to produce the certificates.

**TA** highlighted the date of the next planned meeting, saying that, depending on how the situation progresses, it might be necessary to have another meeting before then, but that she would be in touch with governors if so.

**TA** closed the meeting by expressing her thanks to all governors for their support of the school, and to the staff team for their hard work and commitment during this year, and especially during the very difficult circumstances over the past few months. She expressed her hope that everyone would have a good summer break.

**12. Date and Time of Next Meeting: Tuesday 13 October 2020 at 6.30 pm**

Items for inclusion on the Agenda should be sent to the Clerk a fortnight in advance.

The meeting closed at 7.36 pm

CS 17.06.2020

