

Extraordinary LGC Meeting – Stogursey CoE Primary School

Date/time:	Friday 22 nd May 2020 11.00 am
Location:	Zoom Virtual Meeting due to Coronavirus lock down
Chairperson:	Anna Hammond
Minute taker:	Meeting recorded by AH to be minuted by PK at a later date (28 th May 2020)
Present:	Anna Hammond (AH) - Co-Chair/Parent-elected Governor Teresa Miller (TM) - Co-Chair/MAT-appointed Governor Anthony Chetland (AC) - Vice-Chair/Foundation Governor Louise Day (LD) - Elected Staff Governor Gary Tucker (GT) - Head of School Jackie Stone (JS) - Foundation Governor Caroline Hawkes (CH) - Foundation Governor
Apologies:	Pauline Kaye (PK) Clerk – away, urgent family matter
Absent:	None
Attachments:	Operational Plan for Stogursey – final version Pre-School Risk Assessment Stogursey School Risk Assessment Key Changes to Plans 20 th May 2020 Expansion Plan to Parents

Record of actions:

Item	Topic and Description	Person(s) responsible	By when?
1	Staff letter to be written Large gazebos to be sought/borrowed to provide shade outdoors Training for Governors on 5 th June Re: helping with 'school traffic' – time to be arranged and circulated	AH/TM TM GT	ASAP ASAP ASAP
3	Purchase of new School Server to be actioned	JS/GT	ASAP
4	Purchase of new School Website Provider to be actioned	JS/GT	ASAP
5	Surplus Visualisers from Haygrove to be sought	LD	ASAP
6	Zoom invitation to be circulated for 12 th June 4.30 pm	AH	ASAP

Record of meeting:

Item	Topic and Description
1	<u>Expansion of Offer Update</u> <ul style="list-style-type: none"> GT confirmed Expansion of Offer Plan has been approved

Item	Topic and Description
	<ul style="list-style-type: none"> • GT circulated documentation just prior to Meeting (he apologised for lateness but governmental information constantly changing during the week) • GT waiting for confirmation from KC that information may be sent out to parents • GT waiting for Trust letter to come back (following amendments) which will also go out to parents. All information will be sent to parents via email • GT confident that risks have been minimised as far as is possible, but it will be ultimately up to parents to decide whether they send their children in or not • GT reiterated that the Union concern regarding where liability lies legally, (Headteachers in maintained schools) for academies is with the Trustees and they are happy to go ahead and so GT is happy to endorse the plan • Question raised regarding risk to children – is it greater for them to come back to school than not to come back for some groups? GT confirmed he has been in contact with some parents, stressing his concern regarding the amount and quality of work being produced at home and emphasising that he hopes they will take up the offer for their children to come back into school. His letter to parents will ask that they balance what is on offer with governmental scientific advice and he will contact them again in a week's time asking if they have decided 'Yes' 'No' or 'Wait and See'. Priority Groups will be expanded from the 1st June followed by Reception, Y1 & Y6 from 8th June • GT/LD further clarified the work schedule for the half-term week: Interviews on Bank Holiday Monday, children in Tuesday/Wednesday, closed Thursday/Friday; GT will be off Tuesday – Thursday and back in on Friday (LD covering Tuesday – Thursday). Despite the discussion/agreement at last week's Meeting regarding closing the school for half-term, GT confirmed that the Trust was not keen for this to happen. It was further clarified that learning packs would not be sent out for that week and that games and fun activities would be arranged for those children in school rather than learning activities • Question raised as to whether staff and raised concerns and if these had been addressed? GT confirmed he had seen staff on an individual basis, asked them what further measures he could put in place to help make them feel safe (including flexible working arrangement in one instance) and the end result was overwhelmingly positive and 'on board' • As elected Staff Governor, LD gave her perspective; happy that the first week will allow for any possible unforeseen issues to be dealt with before more children come in; personally happy with the plan. She and GT have reassured staff that the rules in place will be strictly adhered to in order to keep everyone as safe as possible • Question raised – any high-risk members of staff (with underlying health issues)? GT confirmed not that would be in the 'shielding' category • GT raised one concern that might halt the plan, concerning whether or not Haygrove keep their side of the bargain regarding additional support staff helping out; he is waiting for confirmation from KC. Otherwise, if the existing Stogursey school staff have to cover the additional cleaning requirements, the extra cost will come from the school budget as it is in surplus (as directed by the Government). Depending on the number of priority group children that come in on Monday 1st June, SMSA help may be needed (but it had already been designated an INSET day prior to lockdown, which support staff are not paid to work, so the school may need to cover this extra cost as well)

Item	Topic and Description
	<ul style="list-style-type: none"> • GT confirmed that Pre-School will start again from the 8th June and that the maximum number of children coming in across the school would be 26 (but not confirmed yet – dependent on parental decisions) • GT/LD confirmed that tape and signage will be used to clearly mark out routes round the school • Question raised as to when the other Year Groups might come back? GT very concerned that the Prime Minister thinks that this can be achieved by the end of this academic year; definitely not the opinion of Headteachers – far more likely to be the beginning of September, but still dependent on how well the Track & Trace app etc works, when it is up and running • Question raised – will there be a large number of outdoor activities at the start of September to help with the increase in numbers returning? GT confirmed that the staff had shown great dedication and support by undertaking online training (set up by Kilve and arranged free of charge by County) over the half-term, demonstrating outdoor activities and learning (including social distancing). CH confirmed that Sarah Day (Pre-School Supervisor) is planning to do as much outdoors as possible, including meals – weather-dependent obviously • AH confirmed that the letter to staff from the Co-Chairs had not been done yet but would be in place after the half-term • Question raised regarding shade if children outside for long periods in sunny weather – could gazebos be used? Yes, providing they are big enough to allow for social distancing; TM and CH know of several large ones in the village – TM to see if they can be borrowed • Question raised – extra volunteer help needed at beginning of day to encourage parents just to drop off and move away/not congregate? GT confirmed that it would be of great help if there could be a Governor each day to help. It was agreed that there would be a training session for Governors able to volunteer on Friday 5th June – time to be arranged. The videos from AC regarding putting on/taking off PPE to be sent by AC to GT for circulation to staff, prior to the 1st June and then AC will be in school on Friday 5th June to address any issues (videos to go to Governors as well)
2	<p><u>Teacher Interviews</u></p> <ul style="list-style-type: none"> • GT confirmed 3 candidates had been short-listed, but sadly one has withdrawn this morning, due to be appointed to another post. Currently looking to see if one of the other applicants, who just missed out on being short-listed, is available • Interviews to take place Monday 25th May; i/v panel to consist of GT/TM/LD and Julie Norman (JN). General 35-minute interviews by Zoom booked in during the morning, so that candidates can be briefed, particularly regarding the Trust-approved Temporary Teacher Probation Policy • All the candidates are NQTs which will have an impact on GT's time, but he is hoping that Brenda Wall will help share this with him. The successful candidate will also be mentored by JN • All the candidates will be given a task and then there will be Teaching & Learning interviews later in the morning. After lunch, the panel will reconvene to, hopefully, make a decision; GT still waiting for references to come through

Item	Topic and Description
	<ul style="list-style-type: none"> In line with GDPR regulations, everything will be deleted once it is finished with and personal emails are not being used GT confirmed a new recruitment evidence-based system is being trialled
3	<u>School Server</u> <ul style="list-style-type: none"> JS confirmed that a request had been received from the school to replace the school server at a cost of £4738.96 (to cover server/delivery/installation/software) JS proposed it be purchased from this year's capital funds, AH asked if this is the best value for money option? JS confirmed 4 quotes had been obtained and the cheapest had come from Computer Team who will also be able to tie it in with the new computer system already purchased from them. AH then seconded the proposal – all agreed
4	<u>School Website Provider</u> <ul style="list-style-type: none"> JS confirmed changes on the website and the launch of the new branding with the new vision – to come from this year's revenue 'pot'- £1190 one-off charge, then GT confirmed that the annual fee will be less than currently paying and will bring us in line with the Trust JS proposed purchase, GT seconded – all agreed
5	<u>Visualisers</u> <ul style="list-style-type: none"> GT explained these are small cameras to help teaching staff with modelling/presentation; LD is looking into these – possible surplus stock at Haygrove (LD to chase)
6	<u>Date of Next Meeting</u> <ul style="list-style-type: none"> Friday 12th June 4.30 pm AH to arrange Zoom invite

Meeting closed at

Agreed and signed as a true record

Signed:

P. Kaye

on behalf of LGC
due to meeting being
by Zoom.

Print:

P. KAYE

Date:

11/06/20

Matters Arising Report – Stogursey CoE Primary School

Meeting Date/time:	Extraordinary Virtual Meeting Friday 15th May 2020 10.30 am
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Item	Topic, Description and Action	Person(s) responsible	By When?
1	20/21 Budget to be amended to include appointment of additional TA and submitted to Trust <i>Done</i>	JS	ASAP
2	New Early Years Risk Assessment from Somerset to be gone through GT confirmed completed and approved by Trustees	GT/CH	ASAP
	New Fire Risk Assessment to be drawn up In Hand <i>Done</i>	GT	ASAP
	Clarity regarding misuse of media terms 'school re-opening or returning' to go in the next Stogursey Newsletter Done – June edition	TM/AH/GT	ASAP
	NHS video demonstrating safe removal of PPE to be obtained and sent to GT <i>Done</i>	AC	ASAP
	Risk Assessment to be amended to include mental health/anxiety etc Done – Mental Health section added	GT	ASAP
	Request for SLT to have a hierarchy for testing etc in place for September Taken to County to be referred on to DfE and Regional Schools Commissioner	GT	ASAP
3	Letter of thanks to staff to be written In hand	AH/TM	ASAP

Agreed as true record; to be attached to approved Minutes for 22nd May 2020

Signed: *P Kaye*

Date: 11/06/20

Print: P KAYE

