The

LANGSHOTT PRIMARY SCHOOL

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**PART 1 MINUTES OF THE FULL GOVERNING BODY MEETING OF**

**LANGSHOTT PRIMARY SCHOOL**

**Wednesday 17th June 2020**

**GOVERNORS PRESENT:**

Sarah Mackintosh SM (HT)

Faye Ballard FB

Alexandra Carter AC Gary Smallman GS

Carey Ann Dodah CAD (Vice Chair) Andy Yule AY (Chair)

Kate Hayes KH

**IN ATTENDANCE:**

Nina Booker NB (Asst HT)

Becky McLaughlin BM (SBM)

Penny Batty PB (Clerk)

 **PART 1**

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|  |  **TOPIC** | **Action** |
| **1** | **APOLOGIES FOR ABSENCE**Amy Shevel, Louise Lewis and Jeremy Basting had offered their apologies which the GB accepted.  |  |
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| **2** | **DECLARATION OF INTEREST**There were no Declarations of Interests in any of the agenda items. |  |
| **3** | **MINUTES OF PREVIOUS MEETING**Part 1 and Part 2 minutes from the meetings held on 29th April 2020 and 21st May 2020 were agreed. |  |
| **4** | **CHAIRS REPORT**AY said that he had nothing formally to report to the GB but he had written an article for the penultimate school newsletter.It was agreed to discuss the Virtual Meeting Policy under Item 8 of the agenda. |  |
| **5** | **UPDATE FROM HT ON CURRENT SITUATION**SM explained to the GB that school leaders are currently being overwhelmed with government advice, instructions and updates. SM meets regularly with NB and BM to discuss the needs of the children, staff and parents and procedures are updated when necessary but it has been a complex and challenging time.On June 1st, children from Reception and Years 1 and 6 returned to school. The reopening went very well with clear signage, staggered start and end times and a one-way system in place. Many parents have complimented the school on how the situation has been managed and since the reopening, parents in these 3 years that originally wanted their children to remain at home, have asked if their child could resume. Initially SM turned down these requests as firstly, the school and staff were set up to cater for a specific number of children and she did not want to upset this delicate balance until it had become more embedded and secondly she was under the impression that you were not allowed to add new children into a pre existing bubble. This information has since been clarified and so SM spoke to the class teachers who agreed that they would be prepared to increase the numbers. This has resulted that as from 15 June, 7 additional children started in Year 1 and 2 in Year 6.SM said that she had always envisaged opening the school further in July so she contacted all the remainder of the parents of the children not attending in Reception and Years 1 and 6 to see if they would like to reconsider their original decision. The response has been that from 29th June, a further 11 Reception, 14 Year 1 and 10 Year 6 children will be returning to school with an additional 6 children from the key worker sector. The provision for more children to return to full time education has only been made possible due to 3 of the pregnant members of staff agreeing to resume teaching as they feel it is now safe for them to do so. Whilst Year 6 has adequate capacity, there will be one extra key worker group along with one extra mixed Year 1 and Reception group. ‘Return to School Guidance sheets will be issued to those parents.AY asked how many children from the 3 years have taken up the opportunity to return to school? SM responded that as from 29 June, over 50% of children in Reception will have returned, 75% from Year 1 and most of Year 6.A fire drill had been carried out on 5th June with the following results:All out of building: 2 mins 20 secsAll on the field: 3 mins 50 secsAll accounted for: 4 mins 40 secsSM said that the school was conscious that the children in Years 2 to 5 were missing out and there was concern for the impact on their mental well-being. NB is therefore organising an evening for each of the years whereby they can meet on the field whilst maintaining social distancing for a PE activity and to speak with their friends and teachers. Reports will be given out at this time as well as a small gift. The GB agreed that this was a lovely idea and FB asked if the children that had not returned to school from Reception and Years 1 and 6 be invited as well and SM said no. AY asked if the school had any particular concerns regarding any children who had not returned to school and SM replied that the parents of vulnerable children had been contacted and offered support and guidance. KH said that she had spoken to SM about safeguarding and she is confident that all possible checks have been put in place to help families. NB added that the parents of any child from years 2 to 5 that do not come in for the evening social will be contacted. AC asked if there have been any additional children that had slipped into the vulnerable category since Covid-19. SM said it will not be possible to ascertain this until the children are back in school but she feels it is highly likely. 2 parents had contacted the school saying that their circumstances had changed and they would like to apply for FSM. BM reminded governors that when the letter goes to parents informing them about the cost of school meals, there is a paragraph encouraging parents to apply for FSM if necessary.AY thanked SM and her team on behalf of the GB for the tremendous amount of time and effort that they have given to ensure the best possible outcomes for the children and that the school continues to operate smoothly and safely, |  |
| **6** | **FINANCE**BM had distributed the attached Year End FMR along with the following 2020/2021 budget update:* **Carry forward on Revenue was projected to be £234,506, Actual is £276,298. This is primarily due to income from School Fund which had accumulated over the years (commission from photographs / 300 club / parent donations etc) and was transferred to the main account as part of the School Fund year end process. We would like to ring fence £15k of this for the MUGA project).**
* **Carry forward on OSC was projected to be £81,327. Actual is £86,945.**
* **We now know that we have been able to recruit 3 teachers on fixed term contracts. Therefore the projected £70,000 for agency teachers will not be required.**
* **I have reviewed the teacher costings based on 2 x NQTs and 1 x mid pay range and the budgeted £986,570 will be sufficient (projected costs at this time to be £972,876).**
* **We currently have 4 members of staff who are shielding due to being ‘extremely clinically vulnerable’ and whilst we are not currently open to all year groups we are able to cover their absence. However, in the event that primary schools return in full in September, the absence of these members of staff will be felt far greater and we are likely to have to recruit to cover them temporarily, if indeed they are not permitted to return and have to continue to shield. The cost of doing this would mean that the Support Staff budget of £338,274 would increase by approximately £30,000 (based on 6 months temporary cover). Guidance from the Dfe in regards to ether this exceptional cost would be covered by additional funding was sought. At this time it appears no funds would be made available to schools for this additional pressure to the budget.**

BM informed the GB that whilst she will be in a better position to evaluate next year’s budget after the next FMR, she feels that financially the school is reasonably secure.BM was also able to tell governors that she had been informed that the budget had been formally approved by SCC. There had been one query regarding the £25000 transfer from the community account to the main account but she was able to supply the information to confirm that the transfer did not financially jeopardise the OSC. |  |
| **7** | **RELATIONSHIPS AND SEX EDUCATION**SM explained that parents had been consulted last October about the inclusion of Relationships and Sex Education into the curriculum. SM also confirmed that all was in place for the school to meet the new RSE requirements in September and by way of example she showed a slide which clearly shows the provision of ‘Relationships’ and ‘Changing Me’ within the PSHE programme. |  |
| **8** | **POLICIES**All policies had been distributed to the GB prior to the meeting with one governor allocated to ensuring that each policy meets the school’s requirements.* **Relationships and Sex Education**: FB said that she was impressed with the content of this policy with all areas covered. **GB agreed to approve policy**.
* **Safeguarding Addendum:** KH said that she feels that the addendum covers all areas. **GB agreed to approve this policy.**
* **Virtual Meeting:** AY said that he had discussed this policy with PB. He drew the Gb’s attention to the provisions for virtual attendance when face to face meetings resume if some governors are unable to attend. He stressed that it is his intention not to resume face to face meetings until the majority of governors are able to attend. **GB agreed to approve this policy.**
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| **9** | **SUMMARY OF ACTIONS ARISING FROM THE MEETING**There were no actions arising. |  |
|  | **FUTURE DATES****Meeting Dates 2020****SUMMER TERM 2020** Thursday 9th July at 15.45 TBC |  |
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**SIGNED ………………………………………………**

**DATE ………………………………………………….**