The

LANGSHOTT PRIMARY SCHOOL

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Headteacher Mrs SL Mackintosh BEd(hons) NPQH

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

**LANGSHOTT PRIMARY SCHOOL**

**Thursday 9th July 2020**

**GOVERNORS PRESENT:**

Sarah Mackintosh SM (HT) Kate Hayes KH

Faye Ballard FB Amy Shevel AS

Jeremy Basting JB Gary Smallman GS

Alexandra Carter AC Andy Yule AY (Chair)

Carey Ann Dodah CAD (Vice Chair) Louise Lewis LL

**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**  All governors were present. |  |
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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 meeting held on 17th June 2020 were agreed. |  |
| **4** | **CHAIRS REPORT**  AY said that he did not have anything formerly to report. |  |
| **5** | **HT REPORT**  SM had produced a Power Point presentation for the GB which included the following points:   * Following the successful reopening of the school on the 1st June, additional parents applied for their children to return to school and the latest figures were:   35 Reception (58% of year group)  44 Year 1 (73% of year group)  50 Year 6 (83% of year group)  43 Key Worker and Vulnerable Children  It was made possible to accommodate the additional children because 3 of the pregnant members of staff offered to return to a teaching role.   * Keep In Touch evenings have been arranged for years 2,3,4, and 5. Classes will be split with some children participating in activities on the field whilst the others will be in the classroom with their teachers, each group will then rotate. Every child will take home with them their end of year report as well as a Rainbow picture which contains the names of all their classmates. Parents of the children who do not attend will be contacted. * Normally new Reception children will be invited to a Stay and Play session at the school along with an induction for the parents. Instead, 2 Power Point Presentations have now been produced which will be sent to the parents. There will be no home visits in September but instead parents and children will be invited into school. * New staff have met with the SLT and they will have a formal induction on the 17th July. An induction day for the new TA’s is to be decided. * Plans for reopening the school in September are well under way and parents have been sent an information sheet regarding this. Staff members who are shielding at home are currently expected to return in September. * The school will not be opening over the summer holidays as in line with government recommendations. * There will only be 1 inset day this September instead of 2. Children will restart on September 2nd in order to kick start their transition. * There will be 3 days of transition which will involve activities for children within their class bubbles and will include reminding children of expectations. * No formal Ofsted visits until after Christmas although some schools will receive an informal visit. * Reception Baseline Assessment will not take place but SATS will be held in the summer. * Sports Funding from 2019/2020 can be carried over to 2020/2021. Extra government funding will also be available along with funding towards the National Tutoring Programme. * NB has attended a webinar which predicted that the Covid Gap is predicted at around 33% with maths and younger children affected the most. * School has spent an additional £2500 on Covid related costs. * Safeguarding policy has been updated and been sent to KH to check. Policy will be ratified in September. * See also Part 2 of these minutes.   After the presentation SM invited questions from governors.  **AY: I understand that there will be £650 million available to schools, do LPS know how much they are getting.**  BM: No, not at this stage and it is also not clear if there will be any caveats attached to the money.  **AY: Will there be a lot of pressure on the SATS next summer?**  SM: It depends on how the children are on their return to school which is why it is so important to have the transition period at the beginning of next term. The school cannot assume that it will just be the Pupil Premium children that have suffered and need the extra help.  **KH: I understand that in general it is thought that children have been more resilient during this crisis that the parents.**  SM: This is true, there have been some very anxious parents and unfortunately this has rubbed off on the children.  **CAD: As the Wellbeing coordinator is pregnant, have the school made any provisions to cover this area?**  SM: Yes, a teacher has been appointed and is being prepared to cover this role.  AY asked governors if they were confident that the SLT are proposing sensible and reasonable approaches for bringing the children back to school full time in September? GB unanimously agreed.  AY thanked SM for her informative presentation.  Following the meeting AS e mailed 2 questions directly to SM:  **AS: Just wondering if you’ll run into issues re the guidance about not shortening the school day?**  SM: This only affects Reception, Yr 1 and Yr 2. We will make up any lost time lesson by shortening lunch and/or removing some free-play.   Although the younger ones are bound to have lost stamina and a shorter day by 10 / 20 / 30 minutes might do them good. We HOPE this will only be for one term and  we can get back to normal timings by January – but who knows?    **AS: There is quite a big gap between some year groups drop off/pick up. Ie if you have more than one child you could be spending 5 hours a week waiting at school. Parents may not understand that waiting on site is not ok, etc, but might not be able to go home and come back and waiting that long without a car in bad weather won’t be ideal.**    SM: We have addressed this since by saying*..” If you have children in different year groups, the child due in later should wait in the Hall, where they will be supervised, until it is time to go to class. Or you can walk round and re-join the queue.”.*  This document has been evolving daily, so this bit was not on the version I sent on Tuesday! |  |
| **6** | **ANNUAL REVIEW**   * AY asked SM if she felt that governors could have done more to help the school during the recent Covid-19 situation? SM said that the school had been very well supported during these times and she knows that the GB will continue to do so. FB asked if it was useful for governors to attend the updating webinars that were currently on offer and SM said that she recommended them. * AY asked governors if they felt that online meetings were effective? Governors agreed that whilst this was currently the best option, it would be necessary to go into school to carry out monitoring visits at some point. * AY had informed the GB that due to increased work commitments, AS will be standing down as a governor at the end of the school year. CAD had also informed him that whilst her term of office is ending in January 2021 she would like to remain on the GB until the end of the 2020/2021 school year when she then hopes to go onto the GB at Oakwood School. JB said that he will consider continuing on the GB when his term of office finishes in May 2021. AY said that he is not considering leaving the GB at the end of his tenure in June 2021. AY said that at the beginning of the next school year there will now be 5 vacancies including 1 Parent Governor. He suggested that elections are held at the start of the new school year and if there is more than 1 candidate, the GB might consider co-opting any others if they fitted the skills audit. This was agreed and SM said that she would ask the office to organise a governor election before half term.   **ACTIONS;**  **SM: To ask office to organise a parent election prior to half term** |  |
| **7** | **APPOINTMENTS FOR YEAR 2020/2021**  The GB agreed the following appointments:   1. Chair: AY 2. Vice Chair: CAD 3. Governor responsible for liaison with LA in the event of allegation against HT: AY 4. Pupil Premium and More Able: TBC\* 5. SEND: TBC\* 6. Safeguarding: KH 7. Governor Training: TBC\* 8. GDPR: TBC\*   AY asked if the GB would agree to endorse a further year’s appointment to the 2 Associate Governors, NB and Gemma Langdale (currently on maternity leave). This was agreed.  \*AY will talk to governors over the summer regarding these appointments  **ACTIONS:**  **AY: To talk informally to governors regarding appointments** |  |
| **8** | **COMMITTEES FOR YEAR 2020/2021**  AY informed governors that he would talk with them individually regarding these appointments. |  |
| **9** | **STRATEGIC INTENT**  AY suggested that this item was returned to the agenda once governors can visit the school. |  |
| **10** | **EMERGENCY CONTACT DETAILS**  Emergency Contact Details to remain the same except that NB would replace Gemma Langdale who is on maternity leave. PB to send updated information to SCC.  **ACTIONS:**  **PB: To update Emergency Contacts and send to SCC** |  |
| **11** | **GOVERNORS DETAILS**  Governors confirmed that their details were correct and had no objection to them being passed onto fellow governors, the school, Strictly 4S, Cognas or GIAS. |  |
| **12** | **PROCEDURAL MATTERS**   1. Code of Conduct was agreed 2. GB agreed to continue with closed meetings 3. Alternative Participation/Voting Arrangements. Virtual Meeting Policy had been agreed at the last meeting (See June 2020 Part 1 Item 8 minutes) 4. Governors agreed to adopt the Professional Negligence statement 5. Governors agreed to adopt the Confidentiality statement |  |
| **13** | **TERMS OF REFERENCE**  Governors agreed to the Pay Policy Terms of Reference. |  |
| **14** | **SUMMARY OF ACTIONS ARISING FROM THE MEETING**  **Item 6: SM: To ask office to organise a parent election prior to half term**  **Item 7/8: AY: To talk informally to governors regarding appointments**  **Item 10: PB: To update Emergency Contact Details and send to SCC** | **SM AY PB** |
|  | **FUTURE DATES**  SM informed the GB that the FGB meeting dates for 2020/2021 were as follows:  Wednesday 23 September 2020 at 18.45 Business/Curriculum and Learning  Wednesday 7 October 2020 at 18.00 Pay Committee  Wednesday 18 November 2020 at 18.45 Resources  Wednesday 9 December 2020 at 18.45 Business  Wednesday 27 January 2021 at 18.45 Curriculum and Learning  Wednesday 10 March 2021 at 18.45 Resources  Wednesday 24 March 2021 at 18.45 Business  Wednesday 12 May 2021 at 18.45 Curriculum and Learning  Wednesday 16 June 2021 at 18.45 Resources  Wednesday 7 July 2021 at 18.45 Business |  |

**SIGNED ………………………………………………**

**DATE ………………………………………………….**