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|  **Meeting 5 – Full Governing Body - Part I Minutes**  |
| Date/Time | Tuesday14th July 2020 6.30pm | Location | Whimple Primary School |
|  |  |  |  |  |  |  |
| **Attendees** | **Initials** | **Category** |  | **Attendees** | **Initials** | **Category** |
| Maria Wallis | MW | Co-opted |  | James Terrett | JT | Parent |
| Gail Martin-Davies | GMD | Co-opted |  | Carole Shilston | CS | Head teacher |
| Linden Best | LB | Parent  |  | Matt Brown | MB | Staff |
| Caroline Ward-Reece | CWR | Co-opted |  | Helena Hastie | HH | Co-opted |
| Julia Green | JG | LEA |  | Kate Needs | KN | Parent |
| Digory Smith | DS | Potential Associate |  |  |  |  |

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| **Apologies** | **Initials** | **Category - Reason** |  | **Absent without Apology** | **Initials** |
| Maria Wallis | MW | Unable to access Zoom |  |  |  |
| Matt Brown | MB | Personal Commitment |  |  |  |
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| **In Attendance** | **Initials** |  |  | **Minutes to** |
| Cathy Culshaw | CC | Clerk  |  | Attendees |
|  |  |  |  | Apologies |
|  |  |  |  | School Notice board |
|  |  |  |  | School website |

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|  | Agenda | Led by |
| 1 | Apologies | LB |
| 2 | Business Interests | LB |
| 3 | Minutes of the last meeting – Tuesday 28th April 2020 | LB |
| 4 | Matters Arising | LB |
| 5 | Headteacher’s Report | CS |
| 6 | COVID-19 | LB |
| 7 | Classes | CS |
| 8 | Safeguarding | LB |
| 9 | Staff | CS |
| 10 | Exclusion | LB/CS |
| 11 | GDPR | CS |
| 12 | Buildings | CS |
| 13 | End of Term celebration | CS/LB |
| 14 | Policies | CS |

| Ref | Action or Decision | **Owner/****Decision** | Date Due |
| --- | --- | --- | --- |
| 1.1 | Apologies Apologies were received MB. KN, JG attended the meeting via Zoom. MW was unable to access Zoom so gave her apologies.CS was meeting with a social worker and will join the meeting ASAP. | Complete |  |
| 2.1 | Business InterestsNo business Interests were declared. | Complete |  |
| 3.1 | Minutes of the Last Meeting - Tuesday 10th December 2019The minutes from the last meeting were agreed to be a true and accurate record and were signed by the Chair. | Complete |  |
| 4.1 | Matters Arising Matters arising from Meeting 5 minutes:5.1 - MW reported that the hedge has been cut back.8.1 – CS reported that there will be 17 new starters into the Reception class in September. We had budgeted for 18.14.1 – The Looked After Children policy has been looked at by GMD but wasn’t actioned because of lockdown. **ACTION**: to complete this in September | GMD | September |
| 5.1 | Headteacher’s ReportThe Headteachers Report was circulated prior to the meeting.*CS joined the meeting* HH and MW conveyed their thanks to Carole and the staff for everything they have done over lockdown. Unanimously agreed by all the governors.CS reported that 122 out of 141 pupils have returned to school for at least one week. Safeguarding – the report stated that vulnerable children have attended throughout. LB felt that a couple hadn’t been attending but CS confirmed that everyone who is on vulnerable list have been attending but not all PP pupils as some are not classed as vulnerable.LB asked for clarity on a couple of points.LB expressed her thanks to CS for completing a very informative report. There were no further questions. | LB Challenge |  |
| 6.1 | COVID-19The COVID-19 Risk Assessment sent out prior to the meeting. All Governors were happy with the contents of the RA. There will be a new RA for September, which CS is working on. It needs to be submitted before September to DCC. CS reported that from September bubbles are whole classes who should not mix with other bubbles. Where possible desks should be front facing. CS has looked at staffing levels. Need to ensure hand washing and hygiene levels are high. CS sought advice on start and end times. Drop off will be between 8.45 – 9.00Using more sanitizer stations so children are split up quickly and sent to their classrooms. The school will encourage years 5 and 6 to walk alone. Lunches will be split with some coming to the hall and others staying in classrooms. Lunchtime has been reduced to an hour and afternoon break has been added in. CS hoped to assign 1 MTA per class.Collection will be 3.20 for KS1 and 3.30 for KS2.JG asked what the procedure for fire drill will be as this involves congregation. This will be covered in the Risk Assessment. |  |  |
| 7.1 | ClassesSeptember classes have been circulated to parents. A couple of queries. One was a misunderstanding and the other, CS will meet with parents in September to ensure the child is happy.Class sizes will be as follows:Elm - 26Ash - 27Oak - 26Beech - 26Willow - 30This is a total of 135 pupils which is 6 less than the current academic year. |  |  |
| 8.1 | SafeguardingCS reported that over the period of COVID-19 there has not been too many and concerns. There has been one MASH call to the school for a family. A disclosure was made in a TAF meeting and a MASH referral was made by CS. This is still ongoing.JG to complete summer termly safeguarding update/audit in September. |  |  |
| 9.1 | StaffThere have been a number of vacancies advertised this term.CS, CWR and LB interviewed for a new TA. Two candidates who were contacted could no longer take the role so the role was reduced to a 1 fixed term role and offered to one of the remaining candidates. CS is confident that they will be a good match to support a particular child.CS, LB carried out interviews for a new part time early years teacher. An appointment was made (Emma Orchard). A new administrator has been appointed, starting in September. This means that office will be manned every day from 8.45 – 3.45. Helen Mitchell will still be lead administrator with two administrators reporting to Helen.The Clerk role has been advertised internally with one application received. LB read her letter of application to the Governors. There was a discussion about her suitability and the potential conflict of interest with her role as an administrator.CC commented that across the county there are a large number of clerks with an administration role within school.It was unanimously agreed to recruit the applicant.CC offered to attend the next meeting to aid a smooth handover. |  |  |
| 10.1 | ExclusionThe meeting moved to Part 2 |  |  |
| 11.1 | GDPRNothing to report. |  |  |
| 12.1 | BuildingsCS had a Zoom meeting with NPS project manager. As background CS explained that some windows were replaced three years ago as money was only available for half the job. The school is now on the list to have the remaining windows replaced. In the meantime, the five year building condition survey identified half a million pounds of repairs that are required.It was asked if we could hold the money to use for refurbishment or replacement of mobiles rather than replacing the windows now.CS feels that the mobile classrooms will have some temporary repairs completed before any replacement is carried out in the future. CWR expressed her frustration in spending money on repair works.HH asked how bad the building needs to be before county will take action.HH asked whose decision it is to spend money on new classrooms. Can parents write letters/lobby for a new classroom rather than just wait for a decision to be made. HH and LB to consider options.CS also reported that the Caretaker identified a rotten beam in the main building where there had been a recent leak in the annex. CS is getting advice on sorting this. |  |  |
| 13.1 | Policies**Data Protection Policy**This is a new policy. The policy was unanimously agreed and signed by the chair. | Decision | Complete |
| 14.1 | AOB*Lettings* CS has spoken with Mrs Large who is taking over breakfast club and Mrs Batten was going to be starting an after school club. CS has met with them both about COVID guidance. *Pupils taking holiday during Term time*CS read out some information to parent that was issued by another school for governors to consider. The other school has suspended the taking of holidays due to the amount of time children has missed school during COVID. After some consideration, it was agreed that we don’t wish to follow this concept. |  |  |
| The meeting finished at 7.50 |
| Date/Time | TBC | Location | Whimple Primary School |