



**LAURANCE HAINES SCHOOL
LOCAL GOVERNING COMMITTEE MEETING
HELD via Zoom
ON Wednesday 4th June 2020 at 7pm**

Name	Governor Type	Attended
Mrs Jo Ball (AHT)	Associate Member	Apologies
Mrs Emma Lad (Clerk)	Clerk	Attended
Ms Monika Delginova	Staff (Support) Governor	Attended
Mr Michael Dobner (Chair)	Co-opted governor	Attended
Mr Seb Gray (HT)	Headteacher	Attended
Mrs Olivia Gunner	Staff governor	Attended
Mrs Gill Heath	Co-opted governor	Attended
Mrs Becky Makinson	Co-opted governor	Attended
Ms Bathsheba Mensah	Parent governor	Attended
Mrs Denise Plociennik	Parent governor	Attended
Mrs Lizzie Butler (SENCo)	Presenting - SENCo	Attended

Documents from the Trust

Trustee Minutes 20.3.20

Documents from the Local Governing Committee

1. Agenda and Supporting document for the agenda 3/6/20
4. Minutes from 5.2.20 for approval
5. Approval of notes 25.3.20
6. HT report
6. Fortnightly covid-19 update
6. Appendix 26 infection control
6. IMAT covid-19 risk assessment
6. Covis-19 reopening plan
7. Annual SEND report to governors
7. Supporting learners with SEND
7. Recovery and wellbeing plan
8. Home school agreement

Documents from the clerk

None

Governor challenge is highlighted in yellow

Governor actions are highlighted in italic

LHS – Laurance Haines School CTS – Cherry Tree School BFS – Beechfield School

The meeting started at 7.05pm

Actions

- 1. Welcome and apologies** – the meeting was quorate and all governors were present. The clerk explained the meeting etiquette to governors. Jo Ball sent apologies.

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2. Notification of any other business - None

3. Conflict of interest with agenda items to be declared - None

4. Minutes of the last meeting 6.2.20 and matters arising

The minutes were approved and will be signed by the chair of governors as soon as is possible.

5. Approve the notes of the 26.03.20 including Trustee response to issues raised

The notes were approved and will be signed by the chair of governors as soon as is possible.

6. Headteacher Report

a. Questions and answers from Governor Hub – see appendix A

b. Curriculum

The HT explained the Cornerstones package. It has been purchased to support the curriculum delivery in the school after discussion and review by the SLT. The teachers have been working hard during this period to use this to enhance the delivery of the curriculum and there will be further work by SLT to explore the functionality for launch in September 2020.

G: How do teachers use it?

HT: There is well mapped out examples for staff to use with their classes across a range of topic and schemes. SLT are also confident in its flexibility to supplement the planning and preparation that teaching staff already carry out. The aim is for it to support the wide range of teachers in the school and their differing levels of experience.

Governors discussed the use and trial of the package with an NQT.

G: Have you introduced to all staff?

HT: We will be showing to staff hopefully this term but otherwise it will be used from September.

G: How will we ensure we are covering all the areas required?

HT: We are able to monitor the coverage and ensure that assessments are carried out.

c. Staffing update

The HT explained the changes to staffing which have taken place since the last meeting and their impact on the September staffing. In particular some last-minute resignations which have led to interviews and appointments during the covid-19 pandemic. The impact on staff returning from maternity leave and NQT's was explained to governors and also how adaptable they have been to support the school. Any staff who are leaving will complete a *leavers questionnaire*.

G: Can the staff changes be changed on the website and twitter?

HT: Yes, I will look into it and make sure they are changed.

HT

d. Coronavirus update

The school has been very busy this week and the staff are now more confident that the risk assessment and well being has been reviewed properly. Staff governors explained that there will be some issues which will only present themselves once children start to return to school.

G: Do you all feel that everything the school can do has been done as staff?

G: Yes, they have completed everything that they can. It has been difficult with the DFE guidance coming out so late. The support from the Trust leadership team has been fantastic and the regular communication from the team has been very helpful. We are trying to cover every eventuality but safety has been key in particular for staff. We are aware of the varying situations for staff and the work of all staff has been commendable. We are also very proud of all the extra support provided for the school community.

The governors thanked the team for all their work and in particular the site manager who has been fantastic during this time. His input has meant that the school is ready to reopen.

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He has also supported the Salvation Army at the weekend to drop off packages for the Trust families. The HT explained that Monika, Nicola, Rebecca and Vicky in particular have been very supportive of the community and have gone the extra mile to ensure everything is in place to support.

The Chair will send a letter to the site manager to thank him for the work which has been completed.

Chair

The HT explained there is a new process in place for reviewing the school newsletter before distribution.

The HT thanked the SENCo for her work on the Recovery and wellbeing plan which is a huge support for the staff in reintegrating children into the school.

G: The steam cleaning of furniture if there is an accident, do we have a steam cleaner and if not, should it be removed?

HT: We will remove it as we do not have one. And instead the piece of furniture will be quarantined for five days if there is a possibility that it has been infected with Covid.

G: Should staff always wear PPE equipment when handling any bodily fluids?

HT: Every bubble will have a PPE equipment kit and any time there is a need the staff will wear their PPE.

- e. Pupil premium update
- f. Sports premium update
- g. Safeguarding update
- h. Summer census (cancelled)
- i. Pupil numbers
- j. Business Continuity Plans. Review and update.
- k. The DfE have released an update for schools on Managing Premises during the lockdown and site managers are aware. H & S checks are being recorded.

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

- l. Update on progress with the budget, particularly curriculum and CPD
The school income has not been affected except for lettings which have stopped. The expenditure however has decreased and so there has been small areas of the budget ringfenced for curriculum, CPD and works. Any unspent budget will be carried into next year. The assumptions which have been made could change depending on the DfE guidance. The HT explained about the budget projections for the next three years and how this has been carried out.

G: The minimum class size, do you know how many children will turn up and how will you have enough staff for all classes?

HT: We cannot be sure that we will have enough staff for all children to return. We are also mindful of the changing headlines regarding Black, Asian, and Minority Ethnic groups and their possible increased risk. I am writing a letter to staff and parents at present regarding this. This is one example of how guidance can change quickly and we as a result need to adapt quickly.

G: It will be reassuring that you are up to date with the news and the school community will appreciate the Trust taking this into account. We will not continue to increase numbers if we do not have capacity. We have spoken to year 6 parents and 30 children are due back for year six and they will be in groups of ten.

G: Are staff aware that they may not be with their ordinary class?

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HT: We have made them aware but we haven't yet made it clear about siblings and whether they will be together. After lengthy discussion it has been decided that the siblings will not be together as the varying age groups will make teaching them impractical.

G: Vulnerable children, how many can you cater for?

HT: The plans are changing regularly but we are hoping to have six bubbles. Two for key workers, one for vulnerable children and three for year 6. This may change depending on parent views. The theory we have is right and we are clarifying the numbers of staff and children involved which is changing during a day.

The governors were confident in the school reopening plan and risk assessment as presented to them and the school's ability to review the plans where required and regularly.

G: Why have free school meals children not been offered the DFE vouchers rather than school meals?

HT: We reviewed as a Trust at the beginning of the process and felt that a continuation of packed lunches would be suitable. We then felt we should offer hot meals and which Chartwells caterers, who have continued to be open, agreed to serve. We continue to follow DFE advice to provide hot meals where the catering provider is open. We have also supplemented families with the Salvation Army food packages and the Laurence Haines shop.

G: How are you making sure that children who receive free school meals are receiving food appropriate to their needs or allergies if they are not willing to give the option for school vouchers?

SENCo: The guidance is clear that we have to continue to use the caterers where they are open so we would not have been able to use the vouchers. We have advised that where there are other children in the family the meals could be used for them and the money saved can be used for the FSM child. We are not able to offer different meal options at present.

7. Report from SENCo

The SENCo updated that the transfer of information from SIMMs to Arbor has created some issues including the logging of co-morbidity (for example, having ASD and ADHD) and the logging of incidents which have taken place. These issues are being rectified but it is a large task.

G: Has the money been ringfenced where not spent this year?

SENCo: Yes, we have had to put deliveries on hold at present due to drivers entering site but we know what will be ordering to support children.

The progress of SEN children has been on track except for year two but they have progressed suitably over five terms. Maths is stronger in all year groups except year two which is in direct contrast to the two other schools where English is the stronger area. This may be due to the specific maths interventions and precision maths support from specific members of staff in LHS.

Support for children with EHCP's has been amazing across the schools. There have been deliveries of boxes to their homes which allows them to access learning which they could not complete online. A parent's support pack has been a pack of information for supporting pupils with SEN has been created. Fiona Prior is to be congratulated for the work she has completed which has been amazing.

G: Will support be removed from SEN children at home where they have had the same member of staff as in school?

SENCo: We are redeploying staff as not all staff can go into bubbles and their work will be covered by another member of staff; however, parents will be kept updated if this is happening.

G: Are there any pupils you have had difficulty contacting?

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SENCo: Occasionally we can't get hold of a family as the calls from staff at home do not have ID and then they are added to a list for staff at school to call. We have sometimes had to call at different times of the day as well. There has been very positive feedback from parents regarding the additional support which has been offered.

The governors thanked the school for all their work and in particular are impressed that the school has continued to try and speak to families even when there have been issues getting in contact. The HT explained this will continue even when children are starting to return to school for those who are staying at home.

Staff governors explained that when they have raised issues after calls to families there has been a response from the SLT, call to the family and outside agencies where necessary and a response back to the teacher in the same day.

G: How many calls have been made to the pastoral telephone line for concerns?

HT: Hundreds. It has been a massive workload and one member of staff has overseen the initial calls and passed onto other members of the team. We have had some real gratitude from parents regarding the support which has been offered.

SENCo: The Trust also identified that some parents were having issues speaking to staff due to English not being their first language. We decided to find out all the languages spoken by staff across the Trust and where needed staff can call families from any of the three schools if they speak the same language. This has greatly supported ensuring families are coping during this period and that they feel included in the school community.

G: Is the pastoral line for parents and children?

HT: Just for parents and we have signposted parents where appropriate to other agencies, although this is limited at the moment due to Covid-19.

Governors thanked the SENCo for all her hard work on the reports which are very thorough

Training access on Governor Hub was shown to governors in the meeting.

Monika and Denise have completed Dealing with difficult people and courageous conversations training.

8. Review the Policy tracker and any local policies due – Home School agreement

The governors asked for an addition that parents do not post photos on social media of school children and some minor changes in wording.

The agreement was approved by governors for use.

9. Any other business - None

10. Items to be sent to Trust/ LABs

Governors asked to pass on their thanks for the support offered by the central Trust team.

11. Future Dates

LGC: (7pm)

Autumn term:

15th September BFS

16th September LHS

17th September CTS

10th November BFS

11th November LHS

12th November CTS

Spring term:

2nd February BFS

3rd February LHS

4th February CTS

Summer term:

8th June BFS

9th June LHS

10th June CTS

Governor open day 9th July 2021

Trustees: (7pm)

Autumn term:

7th September 2020

15th December 2020 meeting and AGM

Spring term:

10th March 2021

Summer term:

15th June 2021

Resources: (11am)

Autumn term:

13th October 2020

8th December 2020

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Spring term:
26th January 2021
Meeting ended: 8.57pm

23rd March 2021
Summer term:

18th May 2021
6th July 2021

Appendix A

Questions from Governor Hub

One member of support staff per class? By support staff do you mean TA or any non-teaching staff?
Support staff covers all HLTAs, TAs and 1:1s.

If staff absent support staff to be on own? Dependent on previous answer, obviously TA could cope. HLTAs will be able to lead bubbles but we would not be asking other support staff to cover the teaching/leading of a bubble.

Surely early on you will have other staff to cover bubble if both staff are absent rather than send class home? In the short term, we will have more staff than is needed in school and therefore able to cover. Our intentions will still be to keep as many people away from school as possible. Children wandering around school to go to toilet, see head etc. You will obviously still want to see outstanding work etc but this doesn't seem to have been covered. We will rely on technology to share and celebrate the achievements of pupils - Twitter, Microsoft Teams, Marvellous Me are just a few.

Have the same staff been in charge of vulnerable or has there been a rota? Staff have been on a rota for this. This will continue but will need to be reshaped as we welcome back more children and staff.

Can any pressure be put on staff reluctant to return who are not in vulnerable groups? Yes - although there are grey areas and conflicting advice between the DFE and unions. My intention will be to continue to be a supportive and empathetic towards staff anxiety. We will need to deal with things on a case by case basis.

How on earth is the school going to get the required specialist in this week? Does it all have to be done again over the summer holidays? I'm not sure what you are referring to with this question. As far as provision for the summer holidays and what is expected of schools, we are waiting on further guidance from the DFE - plenty of rumours and speculation in the press. Where is the money coming from?

Our income streams have been fairly steady - with the exception of additional income for lettings (Portuguese school/fiesta and Church). We will be carrying forward more than expected into next year's budget despite the needed expenditure on sanitary and cleaning materials (among other things). I'll be sharing more information next week at the meeting.

I don't feel the behaviour expectations go far enough. Deliberate misbehaviour from virus situation i.e. deliberate coughing or spitting? I applaud your consideration of minor misdemeanours especially by SEND pupils as I am sure these are likely to happen. We are writing the behaviour section across this week. We are sending out a much harder message to the community as we will not be able to show the same time, patience and care if children break rules that place others at further risk. More information to follow.

Is it covered in behaviour policy amendments? We will have an appendix written for Covid-19.

Do we have staff qualified in bereavement support? All staff have been directed to complete basic training in bereavement support over the past few weeks. A few key members of staff have taken that training further.

Pupils in Year 6 returning will have a much greater advantage over others, will this be reflected in working with their future school? It is difficult to know. Ultimately, there is not going to be a heavy academic focus for the children returning on the 8th. There will be a big focus on transition. I predict that the majority of Year 6 pupils will return to school before the end of the term, therefore gaining some benefit and support for transition to secondary.

What is the situation with our current NQT's, are they all of a standard to qualify? Generally speaking, yes. We have seen a couple of wobbles for different reasons but the guidance has set out for schools to pass NQTs if they were on track in the Spring term, which all were.

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Do we have plans to test temperatures of returning pupils? We have invested in 4 infra-red thermometers to test temperatures. We will not be doing this as children arrive back in school but they will be used if children show other symptoms. PPE is provided to staff administering any form of first aid.

Can you send me copies of updated policies to be used during this time? Will do - when they have been written. I'll send updates to GovernorHub.

On line staff meeting on 1st June, would it be appropriate if I was linked in? I would suggest not for the meeting on the 1st as our SLT will be working through the training at a different pace so they are prepared to then deliver to their teams. I think it would be appropriate to join some of the other training led by phase leaders later in the week. I'll let you know.

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