



PRATTS BOTTOM PRIMARY SCHOOL

Full Governing Body Meeting Minutes of 21.05.2020 via video conference

Date of meeting: 21.05.2020 at 6:00pm		Venue: Via Video Conference	
Chair: Peter Ioannou		Clerk: Melissa Perry	
Governors present	Governor apologies	Absent	In attendance
Peter Ioannou (Chair)	Angela Page		Emma Hodson (Head of School)
Peter Hudson (Vice Chair)			Stephanie Lavelle (School Business Manager)
Sophie Perez			Melissa Perry (Clerk)
Emel Ibrahim			
Cheryl Bone			
Keeley Bentley			
Brian Ford			
Sharon Hynes			

MINUTES

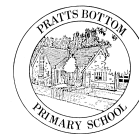
1. To receive and approve apologies for absence
1.1. Apologies were received and accepted for Angela Page.
1.2. The Chair thanked the HoS and all the staff for all their hard work and commitment to adapt and support children during the COVID-19 pandemic.
2. To declare any interests to the meeting and to record any alterations to Governors' pecuniary/personal interests
2.1. No interests were declared to the meeting and no other changes were noted to Governor's pecuniary or personal interests.
3. To approve the minutes and confidential minutes of the FGB meeting held on 18th March 2020
3.1. The minutes and confidential minutes of the Full Governing Body virtual meeting held on 18 th March 2020 were reviewed and agreed to be an accurate record of the meeting.
4. To consider matters/action arising from the FGB meeting and confidential meeting held on 18th March 2020 and not included elsewhere on the agenda.
<u>Matters Arising</u>
4.1. <i>Governors asked whether the decision to delay a meeting on the Vision Statement until it could be done face to face should be reviewed in light of the current pandemic. The HoS stated that</i>

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this would be reviewed after half term following the potential reopening of the school. The HoS stated that it was unlikely there would be a meeting before September but that they could have a rolling action point to ensure it was kept under review.

Action 1 To review the School Vision Statement

Action Points

- 4.2. **Action 1 – Signing of minutes** – The Clerk would arrange for the Chair to sign copies for filing.

Action 2 Clerk to arrange for signing and filing of minutes from meetings held on 29.01.2020 and 18.03.2020

- 4.3. **Action 2 – Clerk to write to Clerk to Trustees with questions raised by the PBPS LGB (on the Spring Trust Report)** – The Clerk reported that she had written twice to the Clerk to the Trustees and would continue to follow it up.

Action 3 Clerk to write to Clerk to Trustees with questions raised by the PBPS LGB (on the Spring Trust Report)

- 4.4. **Action 3 – JH to include risk assessment as part of progress for school lettings/hire** - *Governors asked for clarification that an assessment is made of the people/organisation hiring or letting the premises.* The SBM confirmed that they do make an assessment of hirers including those that only want to hire for a one off event. *A Governor asked if checks were managed centrally by the Trust.* The SBM stated that they were not, they were managed locally by the school.

5. To receive the draft Three-Year Budget and recommend the 2020-21 Bidding Framework

Draft Budget

- 5.1. A Governor had submitted written questions in advance of the meeting and it was agreed that the meeting would cover their general questions and that written answers would be provided by the SBM for the remaining queries.

Action 4 Clerk to email SBM's written response to BF's questions on the Draft Budget

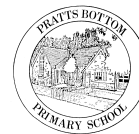
- 5.2. *Governors asked if there were any grants or additional funding avenue available either from Central or Local Government or SOLA to support the school with the significant COVID-19 challenges.* The SBM responded that at present the Trust is covering additional expenses and providing schools with necessary equipment. The SBM stated that the Trust was keeping a record of all COVID-19 related expenses but they might not all be covered by additional funding. The SBM and HoS stated that the Trust had paid for Sportacus to cover the Easter Holidays and that it had been a huge benefit for staff who were in need of a break. The HoS stated that it was of significant benefit to be part of the Trust at this current time and having a Finance Team and 6 Heads working together. The HoS stated that the Trust were also responsible for making some of the difficult decisions on school reopening and sending out key communications to staff and parents.
- 5.3. *Governors asked whether the 5 year forecast provided sufficient contingency to cover additional or ongoing COVID-19 challenges e.g. Personal Protective Equipment (PPE), infrastructure, staffing, resources (non-staff), IT.* *Governors stated that they felt the impact of COVID-19 would be felt for a long period of time and that there should be contingency planning in place to plan for this.* The SBM responded that the budget did not include adjustments for COVID-19 and that it was going to be reviewed and adjusted on an ongoing basis.

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- 5.4. *Governors asked if the school would be able to cater for a bi-modal teaching structure if they have to support home schooling and classroom based schooling on an ongoing basis.* This was discussed further under the Head' Report (Item 7) and the potential reopening of the school from 1st June 2020.

Bidding framework

- 5.5. The HoS stated this was a chance for the Local Governing Board to provide an informed, local insight on the Bidding Framework. The SBM stated it had been prepared in discussion with the HoS and Caretaker and that it would be discussed at the Annual Academy Review with the Trust.
- 5.6. *Governors asked if the items in the Framework were currently unbudgeted for.* The SBM confirmed that they were not in the current budget.
- 5.7. *Governors asked if the school was happy with the current IT provisions following COVID-19.* The SBM stated there had been a rolling ICT replacement in the budget but they did not want to wipe out their surplus.
- 5.8. The HoS went through each item explaining the rationale for its inclusion and priority given on the Bidding Framework.
- 5.9. Item 1 – Teacher support – 1 year fixed term – The HoS explained that this was for supporting an improving teacher. This would cover support for one day a week. The HoS stated that it would be of benefit to the staff if they did not have to cover those hours inhouse as their expertise would be better focussed elsewhere. The HoS stated she considered this to be high priority if the school wanted to continue maintaining improvements going forward.
- 5.10. *Governors asked if the cover would be the same level of teaching.* The HoS confirmed that it would and that the person would be qualified to teach the relevant year group. The HoS stated they had not yet made firm decisions about who would be teaching which year group next year.
- 5.11. Item 2 – Forest School Training – The HoS explained that the only trained Forest School Leader would be on maternity leave next year. The HoS stated that training for Forest School was a significant cost and could be delayed for another year. *Governors asked if it was possible to have some informal forest schooling at a local level.* The HoS confirmed that this would be put in place if they did not have a trained Forest School Leader.
- 5.12. Item 3 – Tree remedial works - *Governors asked if this was a priority in the current circumstances.* The SBM stated that the need for works arose from a survey and that it had been on the Bidding Framework for a year. The SBM stated that over a period of time those works would increase in priority and become a Health and Safety Issue.
- 5.13. Item 4 – Music Enrichment – The HoS stated she hoped the PTA would pay for a Bromley Youth Music Team teacher to provide some specialist music lessons.
- 5.14. Item 5 – Sports Play Leader (lunchtimes) – The HoS stated they had had this all year and that it had improved behaviour at lunchtimes. The HoS stated that the school had been provided with double the amount of Sports Premium in the last 3 years however it was unlikely this would continue and so alternative funds would be needed to continue this.
- 5.15. *Governors asked if the Bidding Framework had been prepared prior to COVID-19 and whether it reflected current priorities. For example, the use of a Sports Play Leader, was more likely*

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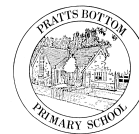
<i>benefit to children following lockdown. Governors also asked if there were items that had not been included that should be considered since the lockdown.</i>	
5.16.	The HoS stated that the items were not fixed once approved by Governors and would continue to be reviewed on an ongoing basis to ensure that priorities were adapted to the circumstances.
5.17.	Governors approved the Bidding Framework subject to ongoing review and further discussions between the HoS and SBM on the order of priorities.
6.	To review School Self-Assessment Review Document (for discussion at the Academy Review meeting being held in June 2020)
6.1.	<i>Governors noted that under 'Challenges' COVID 19 was listed, but was not one of the items on the "What support will you need from the Trust?". Governors asked whether support from the Trust on financial and/or other support was adequately covered. The HoS stated she would add it in the Annual Academy Review which would be sent on to Trustees for consideration. The HoS stated that the Review also flagged up contingency planning around leadership and as a team.</i>
	Action 5 HoS to amend Annual Academy Review to cover support needed to meet COVID-19 challenges
6.2.	<i>Governors stated that overall they considered the Review a fair assessment of how the school was doing and were pleased to note recognition of SP work and development.</i>
7.	To review Head's Report – to include COVID-19 update
7.1.	<i>Governors asked for an update on support provided for children who were not engaging with remote learning. The HoS stated that they had tried a number of approaches including providing Chromebooks where necessary, making phone calls, arranging for paper copies of work and emailing. The HoS stated they were mindful that, just because a child was submitting work on Seesaw, it did not let the school know how they are managing in other ways. The HoS stated that vulnerable children had had regular calls and that they had also contacted all families at least once to make contact. The HoS stated that improvements were being made with those that were not engaging and that these numbers were low.</i>
7.2.	<i>Governors asked for an update on staff well-being and what support was being offered. The HoS stated that the Trust had recently engaged an employment assistant programme - a confidential helpline to access counselling and legal support. The HoS stated that it was beneficial to have an objective agency outside of the Trust that staff could turn to. The SBM stated that they had had good communication with staff and that there had been regular contact to check how they are. Governors asked if on the whole staff well-being was good. The HoS responded that until about 2 weeks ago staff had been doing well and everyone had started to feel more settled with home learning. The HoS stated that the Government announcement on the potential reopening on 1st June caused a lot of anxiety due to lack of answers and guidance. The HoS and SBM stated that there had been meetings via video conference with staff and contact on a daily or alternate days with staff.</i>
7.3.	<i>Under the Parent/Carer Survey (Line 6b) Governors queried whether the figure was the number of responses or a percentage. The HoS stated that the responses were collated by the Trust</i>

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but because of the limited number of responses it had skewed the percentage figure for this question. The HoS confirmed that there were no concerns raised from this question.

- 7.4. *Under 7b (support given to SEND children) Governors noted that the response is lower than the other SOLA schools and asked whether this was an area of concern that required some action.* The HoS stated that the responses related to 3 replies of which 2 strongly agreed and 1 strongly disagreed. The HoS stated that from the small number it was not a concern they were going to address. *Governors asked if the survey enabled people to provide more detailed comments.* The HoS confirmed that it did and that they would need to understand the context of the answers in order to identify and address the issue.
- 7.5. *Parent Governors expressed their gratitude to staff for the videos that had been sent to the children which they reported as having a positive impact on their wellbeing during lockdown.*

COVID-19

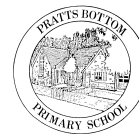
- 7.6. The HoS had circulated a number of documents relating to the potential reopening of the school on 1st June 2020 to Governors, this included the Risk Assessment and communications sent to parents/carers. The HoS stated that the decision to reopen fell to Trustees and that they were also the responsible owners of the Risk Assessment and liability lay with them. The HoS proceeded to go through the Risk Assessment highlighting key areas. The HoS stated that the Risk Assessment also provided details of what was expected of staff as well as families to manage risks. The HoS stated that the letter to parents and carers also highlighted what is expected from everyone. The HoS stated that if any Governors had any comments or concerns about the Risk Assessment then they should email her after the meeting. The HoS stated that it continued to be a changing picture.
- 7.7. The HoS highlighted the Staff Principles as well as what staff can expect from the school and Trust as employers to safeguard them. The HoS stated there would be enhanced hygiene and plenty of hand washing, steps to reduce the risk of spreading germs (i.e. limitations on what children can bring into school and removal of soft furnishings), children to be in 'bubbles' with a fixed group of children and teaching lead. The HoS stated that the school would close at lunchtime (except for key worker and vulnerable children) on Fridays to provide time for a deep clean and for teachers to have planning, preparation and assessment (PPA) time.
- 7.8. The HoS highlighted that the Risk Assessment did not yet cover Reception. The HoS stated a separate Early Years Foundation Stage Risk Assessment was being developed to consider a proportionate and practical approach to this year group.
- 7.9. *Governors asked if the school had an idea of how many children would return to school from 1st June 2020.* The HoS stated she had sent out a new parent survey asking for a definite answer. The HoS stated that in a previous survey of 29 children (across 3 year groups) 9 said very likely, 12 very unlikely and 8 were unsure.
- 7.10. *Governors asked what teaching would look like for children who decide not to return to school.* The HoS responded that the school's view is that it is a parental choice and they would not be fined for not attending. The HoS stated that in relation to home learning there were discussions at Trust level but once teachers were back to teaching in school it would be difficult to manage home learning at the same level that they had provided so far.
- 7.11. *Governors asked whether it was worth considering a bimodal teaching model where there is face to face teaching and online learning.* The HoS stated that the lockdown had been an

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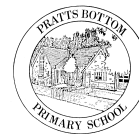
<p>opportunity to see the benefits of Seesaw and that there was still a lot to learn from it (e.g. marking). The HoS stated that at this time they were fire fighting and that once things were more settled it was something they could consider in the longer term.</p> <p>7.12. The HoS stated that in relation to Personal Protective Equipment there had been some concern amongst staff about not wearing it however the Government guidance states that the other measures being put in place would lower the risk and that it would not need to be worn on a daily basis. The HoS stated that they had a supply for emergencies (i.e. when someone develops symptoms and is isolated until leaving the premises and when administering first aid).</p> <p>7.13. The HoS highlighted that there was an addendum to the Behaviour Policy.</p> <p>7.14. <i>Governors stated they Risk Assessment looked very detailed and there had obviously been a lot of work throughout.</i> The HoS stated that it was one of the benefits of being part of the Trust as they had been able to provide feedback as well. <i>Governors stated that the communication from both the school and Trust had been managed very well during this period and thanked everyone for their work.</i></p>
<p>8. To review reports from Governors with specific responsibilities not already covered on the agenda</p>
<p>8.1. There were no updates since the last FGB meeting.</p>
<p>9. To approve the addendum to the school's Safeguarding and Child Protection Policy 2019 – COVID-19 School Closure Arrangements for Safeguarding and Child Protection</p>
<p>9.1. All Governors had read and approved the addendum to the school's Safeguarding and Child Protection Policy 2019 – COVID-19 School Closure Arrangements for Safeguarding and Child Protection.</p>
<p>10. To review Governor Development/Training</p>
<p>10.1. The Clerk reminded Governors that Octavo would be provided a limited number of training sessions on line and that online learning modules continued to be available on the NGA Learning Link.</p>
<p>11. To consider Any Other Business</p>
<p>11.1. The Clerk reminded Governors that the election of Chair and Vice Chair would take place at the next FGB meeting and that nomination forms would be sent in advance.</p> <p>11.2. The Chair stated that he was happy to stay on but also willing to talk to anyone who was interested in the role.</p> <p>11.3. The Chair stated that PH (Vice Chair) would be stepping down in July after many years of dedication to the school and that there would be vacancies for Co-Opted Governors. There was a suggestion to use Inspiring Governance and the Clerk agreed to discuss it further with Chair after the meeting. It had previously been discussed that a Skills Audit would enable a more targeted approach to recruitment of new governors to fill in any skills gap. The Clerk confirmed that the Skills Audit would be reviewed at the next meeting and asked any remaining governors to return the forms to her.</p> <p>11.4. The HoS informed Governors that Nigel Jones had sadly passed away, he had been a huge member of the PBPS community and they hoped to do something by way of remembrance once things were more settled. <i>Governors stated they supported this.</i></p>

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11.5. *Governors expressed their gratitude to the HoS, SBM and everyone at the school for the work they had done. The HoS stated she was extremely proud of all the staff and how they had responded to the challenges.*

12. To determine the matters to be treated as confidential (in accordance with Article 125 of the Articles of Association)

12.1. No items were deemed confidential.

13. Future Meetings

13.1. Governors noted the meeting dates and key focus areas for the remaining Governing Body meetings 2019-20:

- **Wednesday, 15th July 2020** at 6pm – *Celebrating achievement and future planning*

The meeting closed at 7:30pm

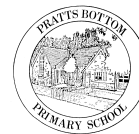
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ACTION POINTS

Reference	Action	Owner	Status
Action 1 Para 4.2	To review the School Vision Statement	HoS	This is a SIP action point for 2020-21.
Action 2 Para 4.3	Clerk to arrange for signing and filing of minutes from meetings held on 29.01.2020 and 18.03.2020	Clerk/Chair	Completed in part, minutes signed.
Action 3 Para 5.7	Clerk to write to Clerk to Trustees with questions raised by the PBPS LGB (on the Spring Trust Report)	Clerk	See Trust Report to LGBs Summer 2020, emailed to governors on 28.06.2020
Action 4 Para 5.1	Clerk to email SBM's written response to BF's questions on the Draft Budget	Clerk	Completed, email sent on 21.05.2020
Action 5 Para 6.1	HoS to amend Annual Academy Review to cover support needed to meet COVID-19 challenges	HoS/EH	Completed.

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