



Holbeton Primary School

WESTCOUNTRY SCHOOLS TRUST

Minutes of the Special Local Governing Board Meeting
held on Wednesday 17th June 2020 at 6.00pm on MSTeams

Governor present	Initials	Category of membership	Governor present	Initials	Category of membership
Karen Flower	KF	Co-opted	Christine Tarrant	CT	Co-opted
Shona Godefroy	SG	Co-opted	Patrick Power	PP	Associate
Simon Martin	SM	Co-opted	Also in attendance		
Claire Northmore	CN	Co-opted	Kate Nash	KN	Clerk
Jackie Rundle	JR	Headteacher			
Richard Selwyn	RS	Parent			

Apologies	Initials	Reason for absence and category of governor
Di Baumer	DB	Technical issue, unable to join online meeting.

All absences were sanctioned.

Governors with responsibilities	Responsibility	Last monitored
Di Baumer	Safeguarding	February 2020
Karen Flower	Pupil Premium/Personnel	November 2019
Di Baumer (temporary)	SEND	
Shona Godefroy	Chair, Finance	March 2020
Claire Northmore	School Marketing	March 2020
Jackie Rundle	Head of School	
Richard Selwyn	Vice Chair, Health & Safety/Premises	March 2020
Christine Tarrant	Pupil Data/Curriculum/Staff Wellbeing	November 2019
Simon Martin	Pupil Data/Curriculum	November 2019
Patrick Power (Associate Member)	Data Protection & Freedom of Information	March 2019

SG opened the meeting.

Part 1 - Conflict of interest/confidentiality reminder

Governors were reminded that they must declare a conflict of interest if it exists, and that discussions within the meeting must remain confidential.

Governors were asked to undertake a review of their Register of Business Interests. No matters were noted.

3	<p>Vision, Ethos & Strategy - Where are we now?</p> <p>a. Confirmation of Minutes: the minutes of the Governing Board meeting dated 11th March 2020 were not agreed or signed during this special meeting of the LGB which was conducted remotely on MSTeams. The March minutes and actions will be reviewed together with these minutes at the next LGB meeting on the 1st July 2020</p> <p>b. Matters Arising: as above</p> <p>Part 2 Minutes: as above</p> <p>Safeguarding: No specific Safeguarding discussion was noted on the agenda. This special meeting was called to ensure the school’s phased return from the Covid-19 pandemic was discussed and agreed by the LGB.</p>	Action
4	<p>Pupil Numbers for 2020-2021</p> <p>h. Roll Numbers: We will have 46 children on roll at the start of next academic year. 39 of these will be in Reception – Year 6, the remainder in Nursery.</p> <p>The year group breakdown is: Foundation Unit – 13 KS1 – 14 KS2 - 19</p>	
	<p>Phased Return</p> <p>i. Phase 1: Year 1 returned to school w/c 8th June Monday and Tuesday. Year 6 returned to school w/c 8th June Thursday and Friday EduCare returned to Holbeton Primary School w/c 8th June Monday – Friday</p> <p>Phase 2: Year 1 & Year 6 continue with their 2-day week as above. EduCare continue with their 5-day week as above Foundation Unit return to school w/c 22nd June Thursday and Friday</p> <p>To give perspective to the discussion, Simon Martin advised that there are currently no reported Covid cases at Derriford Hospital.</p> <p>JR asked the Governors to note that some settings are not allowing the ‘bubbles’ to mix, so if a class is open for a Y1 child for 2 days, that child cannot attend EduCare for the remainder of the week. This leaves parents with a difficult decision to make. EduCare at Holbeton will be available for all critical worker and vulnerable children until they are able to return to full-time education. This means that staff are needed to provide this service. We will not however permit the mixing of bubbles on the same day and this is why Out of School club and After School clubs will not resume.</p> <p>JR explained that the decision to include Nursery in the Phase 2 return was for two reasons. Firstly, to protect the on-roll number from further reduction. A large percentage of parents have already elected to send their children to Venture for the remainder of the term and some have indicated that they will not be returning in September. Secondly, the staff ratio increases in EduCare when Nursery children attend, by including Nursery in the next phase staffing can be maximised across the school.</p> <p>Pauline Campbell will be working from home for the remainder of the term and Dilyana Imandieva has agreed to cover as Stoke Class teacher.</p>	

Phase 3: The Trust would like schools to continue with the return of the 3 existing year groups and not extend to the others. However, they recognise that each school is unique and that a decision should be made at school level provided that no bubble exceeds 15 and the 2-meter rule can be maintained. Given these parameters the class teacher would create the lesson plan, but some year groups would be taught by a T.A. rather than their teacher.

JR is keen to ensure that our standards are maintained and proposes the return of Year 5 with Year 6. This was the original intended year group in the Governments initial assessment and many teachers agree that Year 5 should have been priority.

It was explained that Governors needed to decide if we should phase all year groups back to school some of the time or continue the return of Foundation, Y1, Y5 & Y6 for most (extended amounts) of time.

Q1. Governor enquired about how the staff were feeling and what their thoughts were on the phased return?

A1. JR advised the committee that the staff remain anxious returning to school, especially those who were not part of the EduCare team at Yealmpton. Although all staff have agreed to return, there were a number of concerns and fears that have had to be addressed and a robust Risk Assessment written. All staff have completed a WeST Declaration of Return and attended an induction to ensure they are fully aware of safety precautions and procedures. Staff were prepared for the phased return but crossing/mixing bubbles has to be avoided.

Q2. Governor asked how the return of all classes would affect EduCare?

A2. JR explained that it would relieve some of the pressure on EduCare but the service would still need to be provided until all classes returned to full-time education. At present we have a 12-child capacity and a potential critical worker/vulnerable child number of 38. We have been able to accommodate all parents who have asked for the service so far, but as more parents are encouraged to return to work we expect the number of requests to increase.

JR clarified that from next week Foundation Unit, Y1 & Y6 would be attending school 2-days per week. Teachers still need to provide Home Learning resources to the other classes and have PPA to prepare for lessons at school. Therefore, extending teaching days at school could only be increased to 4 days.

JR feels she should phase the return of all the children to school before the Summer holiday but this is an emotional decision not necessarily a practical solution.

Governor expressed his opinion that all children should be given the opportunity to have face-to-face interaction with their class teacher this term and to have a return to normality.

Q3. Governor asked what happens in September?

A3. Ultimately, it is too early to tell but we would hope that bubble sizes could be increased and distance rule reduced so that our school would be able to return to normal hours.

Q4. Governor asked if a return of all year groups would gain a teacher.

A4. JR advised that this would not be the case because the year groups would only be able to attend school for 2-days per week. We would have 6 bubbles including EduCare.

As no further questions were asked the Chair asked Governors to vote on the option they believed was best for the school. It was unanimously agreed to offer all children the opportunity to return to school before the summer on a part-time basis. The Foundation Unit would be opened for an extended time. JR will now organise a rota for going forward and communicate it to parents.

DRAFT MINUTES

8		Correspondence: None							
9		Matters brought forward by the Chair: Governors formally adopted the revised Child Protection policy and Behaviour policy which both now include an Appendix for Covid-19 Governors also re-elected Richard Selwyn as Parent Governor for another term.							
10		Part 2 proceedings:							
11		Dates of the Next Meeting(s): all to be held at Holbeton Primary School from 6.00pm <table border="1" data-bbox="277 583 1336 674"><tr><td>1st July 2020</td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table> Meeting closed at 6.48pm	1 st July 2020						
1 st July 2020									
		These minutes are agreed by those present as being a true record:							
		Signed: (Chair)	Date:						