

MEETING OF LOCAL GOVERNING BOARD

Minutes of the video-conference meeting held on 21 May 2020

Name	Type	Office	Term
Tomas McCallion	Parent		23/02/2023
Sarah Belchambers	General Member		27/03/2022
Catherine Gibson	General Member		23/02/2023
Sarah Mitchell	General Member	Executive HT	Ex officio
Lin Stephenson	General Member	Chair	01/01/2021
Liam Tobin	General Member		27/03/2022
Matt Hawley	Staff	HT	Ex officio
Sarah Bailey	Staff		01/01/2021
Rev. John Saxon	Foundation: Incumbent	Vice-Chair	Ex officio
Michael Adeleke	Foundation		07/08/2023

In attendance

Tom Bennett Clerk

* *indicates absence**The Rev. John Saxon opened the meeting with a prayer***Action****1/20 Apologies for absence**

None.

2/20 Any other business

- Oil spill

3/20 Declaration of business interests

No governor declared a potential conflict of interest with any items to be discussed at the meeting or that they received or given any gifts or hospitality that could or be perceived to compromise their impartiality when dealing with matters for the Academy.

4/20 Minutes of the previous meeting

The minutes of the previous meeting held on 21 November 2019 were approved as an accurate and true record of the meeting.

5/20 Matters arising

No matters arising other than those included on the agenda were reported.

6/20 Head of School's report

The Head of School provided a verbal termly report and the meeting noted the following:

The appointment and departure of staff

- It had been agreed to extend the fixed term contract of a member of the teaching staff from the end of the term to the end of the Spring Term in 2021 due to the difficulties of recruiting staff during the pandemic.
- A part-time Teaching Assistant was considering leaving at the end of the Summer term and, if so, would be replaced by a full-time fixed term TA.
- A new full-time teacher had been interviewed and appointed.

School Roll and Reception Numbers

- The number of children on the roll was currently 85 pupils. There had been a significant increase in the number of parents applying for their children to join Reception class in September 2020. A lot of applications had been received from families in the village and Carver Barracks and a few applications had been received from families in Saffron Walden.

COVID-19 Phased Reopening Plan

- It was noted governing bodies of all schools were responsible for deciding when to re-open schools and were required to consider and approve a risk assessment on the re-opening the school and how these risks would be managed and minimised.
- Governors needed to consider whether the risk assessment and the plan and proposed date to re-open the school was secure and could be done safely.
- The risk assessment and plan to re-open the school would be presented to the MAT's Board of Directors who was responsible for the health and safety across the MAT and the adequacy of the risk assessments carried out and the planned arrangements to keep staff and pupils safe.
- The risk assessment had been based on a template provided by Essex CC and was consistent with risk assessments being used and shared by other schools.
- The draft risk assessment had been reviewed by staff and updated with their feedback. Staff were confident the plan would help keep staff safe but would not fully know until the school re-opened and it was put in practice.
- At the time of the meeting, parents were still unsure, and opinion was divided on whether to send children back to school. It was planned to send the risk assessment and plan to re-open the school to all parents as soon as any amendments had been included and it had been approved.
- During phase 1 of the school re-opening there would will be four discrete, self-contained groups, "bubbles". Each group would contain a team of teaching and support adults who will only work within their group and be isolated from other groups to minimise the impact should a pupil or member of staff show Covid-19 symptoms.
- The school had the advantage of having a lot of space and low pupil numbers in each class that made it easier to incorporate social distancing measures.
- The meeting noted the DFE guidance on Covid-19 and re-opening had not stipulated the need to maintain a two metres distance between pupils and staff.
- The school had additional staff and space that could be used should it be necessary to divide a class into smaller groups.
- The school needed to strike the right balance between supporting pupils home-learning and those returning to school. The school would be closed on Fridays for all classes except for pupils of key workers to allow for teachers to organise and provide home-learning as well as PPA time.
- Staff will use PPE for children showing Covid-19 symptoms who will be isolated in school and wait, with a member of staff, for parents to pick them up. It was planned the whole group of pupils and teachers would self-isolate for 14 days and the classroom would be deep cleaned before they return. It was **agreed** the member of staff waiting with the child to be picked up should be part of the class group and not the Head of School or other member of staff outside the group.

MH

- The school has discussed cleaning the school with the cleaners who would provide replacement cleaners if necessary. The school would be cleaned daily with all surfaces being wiped down. The school would also be deep-cleaned every Friday prior to all staff and pupils returning on Monday each new week.
- Sonia Sault, the school's Site Manager, was confident with the arrangements and the governor responsible for Health and Safety, Sarah Belchambers, would carry out a final check on the plan before re-opening.

The risk assessment and re-opening plan would be reviewed every two weeks after the school re-opened and would be amended as necessary. It was **agreed** to advise governors of any changes made.

MH

It was **agreed** to approve the risk assessment and COVID-19 Phased Reopening Plan and re-open the school on a date after 1 June 2020, subject to guidance from the DFE and Essex CC.

The Chair thanked the Head of School and all the staff involved in carrying out the risk assessment and drawing up a comprehensive plan to re-open the school.

7/20 **Academy Development Plan/ Self Evaluation**

The meeting received the previously circulated updated (April) Academy development/ improvement plan for 2019-20 and noted the progress made to achieve the key priorities.

The whole school curriculum for music and art had been reviewed and updated. New "skills maps" had been produced for each subject to demonstrate the sequenced learning pupils follow through their schooling in these subjects.

It was **agreed** to send a letter to all parents highlighting all the work that staff had done and were doing in the development and improvement of the school.

LS

8/20 **Risk Register**

The meeting received and considered the risk register and noted the actions taken place or planned to reduce the likelihood and impact of a significant risk arising.

It was important governors continued to monitor the areas on the risk register that they were responsible for.

The risks on admissions, funding, EYFS needed updated and Covid-19 need to be added.

It was **agreed** the Head of School and Executive Headteacher would review the likelihood and impact scores for each major risk and update the risk for the next meeting.

MH/SM

9/20 **Policies**

a) **Academy's Bereavement Policy**

It was **agreed** to approve the Bereavement Policy subject to including a note on the support that was available from the Church.

MH

b) **Exclusion Policy**

It was **agreed** to approve the Exclusion Policy subject to including cyber-bullying to the section on bullying that was of importance with pupils' home-learning.

MH

c) **Missing Child Policy**

MH

- It was **agreed** to approve the Missing Child Policy.
- 10/20 Minutes/reports of committees**
- a) Teaching and Learning**
- The meeting received and noted the minutes of the Teaching and Learning Committee meeting held on 30th January 2020.
- b) Finance and Premises**
- The meeting received and noted the minutes of the Finance and Premises Committee meeting held on 24 October 2019.
- 11/20 Safeguarding children**
- It was noted that Sarah Bailey had completed safeguarding training and had been appointed as the Deputy Designated Safeguarding Lead [DSL].
- 12/20 Church Matters**
- John Saxon advised there had not been any joint activities between the school and church since the school had closed.
- It was **agreed** to incorporate a Church report in the Head of School's weekly newsletter. JS/MH
- 13/20 Chair's action**
- The Chair reported she had not taken any action since the last meeting.
- It was **agreed** the Chair should take any action necessary relating to the arrangements for Covid-19 that could not be delayed until the next LGB meeting. LS
- 14/20 Correspondence**
- The Chair reported she had not received any correspondence for the attention of the governors.
- 15/20 Any other business**
- Oil spill**
- The Head of School reported there had been an oil leak from the central heating boiler tank that had soaked into the school grounds and had also leaked into the grounds of two neighbouring properties.
- The insurance company loss adjusters had visited the school to quantify the cost of removing the reservoir of oil from the school grounds and neighbouring properties and would be issuing a report on what the insurers would cover.
- The neighbouring properties had confirmed their insurers would cover the cost of restoring their grounds once the oil had been removed.
- The school was liaising with the Council's Environment Officer who had advised it was safe for children to return, however there would be impact on the available out-side space for children to play. The clean-up would continue into the Summer holiday.
- The school had received quotes to replace the oil tank and renew the pipes from the tank to the boiler.
- 16/20 Date/time of future meetings [LS]**
- Thursday 02/07/2020 [time TBC]

Signed _____

Date _____

Chair