

Wellsprings Primary School

Meeting of the Full Governing Body held virtually via Zoom on

Wednesday 7th October 2020 at 6pm

Present: Mark Lunn(ML) – Headteacher, Katrina Marshall(KM), John Sharp(JS), Shirley Chapman(SC), Gabby Andrews(GA), Nicki Hatton(NH), Nicola Sweeting(NS), Luke Middleton(LM)

Kim Lester(Clerk)

1.	Apologies	Actions
	Chris Hall, Michelle Hall – On holiday - accepted	

2.	Standing Orders adoption 20/21	
	Updated Standing orders to include virtual meetings adopted	

3.	Election of Chair and Vice Chair	
	SC nominated herself to stand as Chair for another year. Proposed by NS. Agreed by board. CH nominated by JS seconded by SC as Vice Chair.	

4.	Business Interests updated	
	Governors asked to declare any new business interests. No updates to register from last year.	

5.	Adoption of model policies as in Guidance for Schools Volume 1	
	Annual adoption of model policies completed.	

6.	Sub-committee structure	
	Panels and Link governors – panels will consist of 3 available governors unless exempt due to being a staff governor. SEN/PP governor – NS Safeguarding – NH ICT/GDPR -JS SFVS – LM EYFS – MH H&S – CH Training officer - KL	

7.	Minutes of Last minutes 1.7.20	
	Signed as a true record.	

8.	Matters arising	
	Governor Newsletter – MH has been contacted and sent an example of the previous newsletter. NH had pointed out that an Admissions/Attendance policy was not showing on the web. This has now been addressed. NH had produced an Attendance policy which had been shared to the FGB and adopted.	MH

9.	Annual Returns/Statutory requirements	
	<ul style="list-style-type: none"> a. Safeguarding return – to be completed electronically, due to be more streamlined this year. Completion usually advised by LA by Spring. b. Freedom of information requests – 2. Governors asked what these related to? Children’s Education information. c. Pupil exclusions – 5 occasions, 5.5 days in total, the longest being a 2 day exclusion. This was lower than the previous year of 13 occasions over 15 days. d. Annual Racist incidents – 2019-20 – 1 reported. e. Delegation of Responsibility to Head for approving Cat A external visits – Granted f. Governor Allowances – Available if required. 	ML

10.	Covid School Arrangements	
	<p>The LA had provided a flowchart to support both children and staff showing Covid symptoms, this is displayed on the school website.</p> <p>Wrap around care has not yet been restarted, ML and team have put together new arrangements for the Breakfast club starting the week before half term. This will comprise of a maximum of 48 pupils an 4 bubbles, FSU, KS1, Yr 3/4 and Yr 5/6. Each group will be taken to a separate area and kept there to eat and do activities until the start of school. Parents will have to book slots via Parentmail. The cost of the club has been increased to £2 per child per day.</p> <p>Governors asked: What if children arrive who have not been pre booked? Children who arrive at school unbooked will be asked to return home. What has been the impact of having no club running? Initially parents found the situation quite hard, but with some flexibility on the schools behalf we have helped to alleviate</p>	

	<p>some of the frustrations. ‘Holding pens’ and using older siblings to ferry their younger siblings to their meeting points have helped.</p> <p>Has the school been using staggered starts?</p> <p>Yes, we have used 3 different meeting/access points with 5 minute gaps between classes. The meeting point via the side gate has caused concern to the residents backing onto Rydon Lane, so this has had to be adjusted. Residents living around the front of the school have also had reason to complain about parents parking across their drives and inappropriately. We are maintaining a presence in these areas to monitor the situation.</p> <p>If classes have to self isolate what is the plan?</p> <p>The original plan to was to use Oak schools and plan for each week, but this was found to be too restrictive. Teachers are now split into 3 focus groups – Pastoral, remote learning and Communication. They now plan for a two week block of work for both in and out of school, allowing time to prepare for the next two week block if required.</p> <p>Pupils who have been off school individually have been sent work electronically.</p> <p>Ofsted arrangements have been reduced, with only 5% of each category school being visited in the area. This will be a non class based visit, they will look at 5 key areas – Leadership/Context, Safeguarding, Attendance, Behaviour and Curriculum both Broad and Narrow. Attendance currently sits at 96.3%, above the National Average of 93%</p> <p>Has the school looked at ‘Digital Deprivation’?</p> <p>We have recently sent out a more purposeful questionnaire asking parents about what access their children have to technology including PC’s, Laptops, phones etc</p> <p>We are applying to the LA to receive more laptops to help cater for the more vulnerable learners.</p>	
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11.	GDPR review – LA Feedback	
	<p>Amy Brittan, the schools Data Protection Officer had carried out an audit of data protection using the schools website. The findings had been presented in a report and ML had updated as suggested. The Privacy Notice on the web site was not a pupil friendly one, so this has been updated. Although the policy had been updated over the summer the incorrect one was showing on the web.</p> <p>The Data Asset Audit held at the school has been updated with new software as we have started using them. We are hoping to access Google Classrooms soon, so this will need to be added to the register.</p>	<p>KL/JS</p> <p>ML</p>

	<p>ML is suggesting that all staff complete GDPR training on the SSS Learning training package we buy in.</p> <p>Freedom of information (FOI) information and CCTV policy have been added to the website.</p> <p>GDPR should be reviewed annually.</p>	
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12.	Finance	
	<p>a. Finance update as at month 5 – KL reported that reporting during this financial year would be more often than usual because of the deficit budget that had been set. The Senior Finance Officer and KL had completed the month 5 report which has been shared with governors. This report is currently showing a C/F of £27510. KL explained that, as usual this is a worse case scenario. As the report is quite early in the financial year estimates for expected income funding is not accurate, having had more time to explore the Early Years funding with Mrs Lang, we can safely assume that further funding of around £18,122 can be expected in this area. Nursery numbers are currently lower than normal at this time of year, but it expected to increase as the year progresses.</p> <p>Overall pupil numbers are lower than hoped, currently 287, we lost another 5 children over the summer holidays.</p> <p>Both after school and breakfast club staff contracts have continued to be paid even though we have not received any income.</p> <p>Committed allocations from the PE grant and Pupil Premium can be re allocated into the budget from areas such as swimming to support for example the overspend in Forest school (Extra session per week) Governors agreed all recommendation/Actions on the report and asked KL/ML to reallocate as they felt appropriate.</p> <p>The month 6 report will be produced on the 22nd/23rd October and will need to be signed off by governors prior to submitting to the LA.</p> <p>KL reiterated that the budget is still in a critical position and careful monitoring is crucial.</p> <p>b. Cleaning Contract – We are current running with lower cleaning staff, of the 4 remaining one wishes to hand in her notice at October half term and another is on a fixed term contract to finish at the same time. Over the year we have looked at the possibility of moving over to contract cleaners, at the original time of looking we were considering TUPE'ing over own staff, this in turn caused the contracts to become quite expensive as the companies have to take over pension and NI costs with</p>	

	<p>the staff. As we have now potentially only 2 staff remaining we have further looked into options. We asked 4 companies to quote for 4 cleaning operatives(including a supervisor) to work alongside our 2 remaining cleaners (we will keep their contracts). Of the 4 only 2 returned a quote, TWC and Sansum. Governors considered the 2 quotes and discussed their merits etc</p> <p>KL added that current fully staffed costs were in the region of £38136, the cheaper of the 2 quotes worked out at £1000 more than what we are currently paying. Both contracts include Cleaning materials and equipment (but not consumables such as handtowels) Both contracts will provide cover for sickness.</p> <p>Having discussed the options governors agreed that we should ask Sansum to agree to a 12 month contract with a 3 month release on either party. Provided that this could be agreed governors were happy to accept the quote.</p>	KL
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13.	Policies for updating	
	Higher attaining and Gifted and talented Accessibilty	ML ML??

14.	Training	
	<p>Due to Covid restrictions no training has taken place. KL advised that Governor Services have produced a new online training package at a cost of £77 for the academic year. This would provide unlimited access. KL asked whether governors felt this would be worthwhile and a cost effective way of updating skills. Governors asked KL to find out further information i.e. fixed times for courses, programme of courses available.</p>	KL

15.	Meeting dates	
	<p>SEP visit 3.11.20 (Somerset Education Partner)</p> <p>FGB 20.1.21</p> <p>24.3.21</p> <p>19.5.21</p> <p>7.7.21</p> <p>We will maintain the same structure as last year, reporting on either Business or Education matters as necessary.</p> <p>We will need to arrange a pay committee/finance meeting this term. Date to be confirmed.</p>	

AOB		
	<p>NS asked about the boards use of personal emails and whether as guidance suggest we should all be using SCC provided email addresses.</p> <p>This is a topic that has been discussed in the past and governors at the time decided to continue using their own emails. This can be discussed again if required.</p>	

Meeting finished at 19.25

	Action points	By Whom and when
8	Matters Arising Governor Newsletter	MH
9	Safeguarding return	ML
11	The Data Asset update for Google Classrooms GDPR training for all staff on the SSS Learning training package	KL/JS ML
12	Cleaning contract – questions to Supplier	KL ✓
13.	Policies for updating Higher attaining and Gifted and talented Accessibilty	ML ML
14.	Training – Find out more about Online training programme.	KL ✓