

Part 1 Minutes



GOVERNING BODY OF BEDDINGTON INFANTS' SCHOOL

Full Governing Body Meeting

Wednesday 1st July 2020 at 6.45pm at Beddington Infants' School and via Skype

Present: Glen Smith (Chair) Steve Allen
Liz Kearney (Headteacher) Kirsty Styles
Nicola Smith Andrew Daines
Alan Rowe Brindha Nathan
Cllr. Sunita Gordon
Hilary Alexander

Also in attendance: Kelly Reid (Assistant Headteacher - Safeguarding and Inclusion) - Item 2
Carole Petty (SBM) - Item 5
Lynn Atkins (Clerk)

Governor questions are in italics

ITEM	ACTION BY
<p>PRESENTATION ON INCLUSION AND ATTENDANCE</p> <p>Kelly Reid - Assistant Headteacher leading Safeguarding and Inclusion provided a presentation for governors on Inclusion and Attendance.</p> <p>There are 287 pupils on roll. 267 full time places and 20 part-time nursery places. Due to Covid-19, the DfE suspended the termly census but there would have been 13 spaces in Y1 and 6 spaces in Y2. The numbers in each year group were shown.</p> <p>More children are now eligible for Pupil Premium funding since the government lockdown period. There are now 36 Pupil Premium children, which is 13% of the school. One child in Y1 is eligible for Service PP.</p> <p><u>SEND</u></p> <p>Nursery - 5 children (14%) Reception - 6 children (7%) Year 1 - 20 children (26%) Year 2 - 14 children (17%) 45 children in the school are SEND, which is 16% of the school. Extra support is given to the children and staff as appropriate.</p> <p><u>EAL</u></p> <p>Nursery - 4 children (11%) Reception - 23 children (26%) Year 1 - 25 children (32%) Year 2 - 28 children (33%) 80 children in the school are identified as having English as an additional language, which is 28% of the school. The list of languages spoken was provided.</p>	

SEND and EAL

Nursery - 1 child (25% of EAL are also SEN)

Reception - 3 children (13% of EAL are also SEN)

Year 1 - 5 children (20% of EAL are also SEN)

Year 2 - 5 children (18% of EAL are also SEN)

14 children in the EAL cohort are also SEN, 18% of the EAL cohort and 5% of the school.

Medical Needs

Nursery - 0 children

Reception - 2 children

Year 1 - 6 children

Year 2 - 1 child

There is a medical healthcare plan for each child to ensure that staff know how to support the needs of that child, this includes all significant needs. One child in Y1 has 23.5 hours support a week for his medical need, part-funded by the Sutton Clinical Commissioning Group. The school has to pay the first £6,000.

Child Protection

A list of families receiving support in each year group by category was provided.

This is 10 children (9 families). In addition, there are several families who are receiving support from school staff who do not meet the threshold for external intervention. The 10 children were supported at different levels, they may have had some safeguarding interventions from social services, even if this was not current or they may have come to the school with a need. They may not have a social worker.

Vulnerable pupils' attendance during and post Covid-19 lockdown period

A table was provided for the attendance of 15 vulnerable pupils. 7 attended throughout the lockdown, which is 47%. 12 of the 15 (75%) have now returned. 5 of the 36 (14%) OF PP pupils attended during lockdown, now 17 of 36 (47%) are attending.

During the lockdown, fortnightly phone calls were made to all vulnerable families who were not attending school. Some chose not to attend. KR had regular meetings with the Family Support Workers and Social Workers regarding the welfare of those children and attended all Child Protection, Child in Need and Team Around the Family meetings that were held during lockdown. For vulnerable children not attending, their Social Worker should be visiting the family every 10 days.

Attendance

Whole school attendance for the lockdown period was 94.1%. This was a drop from 95.5% the week before, as attendance had started to fall due to the infection rate increasing across the country. Government guidance stated that vulnerable pupils should be at school but parents had a choice and could not be penalised. BIS made it really flexible and they could come in for one or two days if preferred.

What about our attendance targets?

Schools are not held to account for current attendance. From September it will be different.

The Educational Welfare Officer has worked throughout lockdown on making welfare calls to parents of children with a record of poor attendance or punctuality. Analysis of attendance data will continue when government guidance on attendance changes. During lockdown she has also contacted vulnerable families. Some families had a lot going on and really appreciated these calls and felt supported.

During lockdown Risk Assessments had to be produced for children with EHCPs who were not in school for the LA. Risk Assessments have been created for a number of children coming back to school with EHCPs or a medical need, these are

	<p>specific and produced in conjunction with parents, constantly reviewed and adjusted. Staff were also asked about any other children they were concerned about and KR wrote Risk Assessments for them, including those who may have separation anxiety. All were in place before the children came back.</p> <p>KR added that they are contacting every parent with a child joining the school. If they may be eligible for PP they are asking for permission to apply on their behalf.</p> <p>KR was thanked for her presentation and her work during this period. She then left the meeting.</p>	
1.	<p>APOLOGIES FOR ABSENCE/DECLARATION OF INTERESTS</p> <p>There were no apologies for absence. BN apologised that she might need to leave the meeting early. There were no declarations of interest.</p>	
2.	<p>BUSINESS CRITICAL DECISIONS</p> <p>a) Finance (Item 5)</p> <p>b) Chair's Action had been taken on approval of the Canopy works Chair's Action had been taken on approval of transfer from School Funds</p>	
3.	<p>APPROVAL OF MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the previous meeting, held on Wednesday 18th March were agreed as an accurate record and were signed by the Chair. There were no matters arising not covered in the agenda.</p>	
4.	<p>GOVERNING BODY MEMBERSHIP</p> <p>There were no changes to the Governing Body Membership. Committee Membership was discussed and all governors wished to remain on the same committees.</p>	
5.	<p>STATUTORY ITEMS/COMPLIANCE INCLUDING FINANCE</p> <p>a) The Schools Financial Value Standard (SFVS) is a framework of assumptions, including benchmarking and it flags up questions. One was that BIS has a higher staff-pupil ratio. This is explained by the empty places in some year groups. The SFVS has been agreed by the Headteacher and CoG and has been submitted.</p> <p>b) Consistent Financial Reporting is a spreadsheet that demonstrated the data is compliant and this has been submitted. Information on the coding for consistent reporting was provided.</p> <p>c) The 3 year Financial Plan has been approved and submitted to Sutton LA.</p> <p>d) Planned use of unspent balances has been submitted to Sutton LA (no unspent balance).</p> <p>e) A letter sent to the LA reporting a deficit budget was provided. Approval is required and the process was explained.</p> <p>f) The current cleaning contract ends at the end of 2020/21. CP said that they have to consider going out to tender or renegotiating the current contract and she would put something out in advance of the next Resources Committee on this.</p> <p>The 1 year budget was a confidential item, recorded in Part 2 (Confidential) minutes.</p> <p><u>Capital Funds</u> CP explained that the capital fund is made up of Devolved Capital Funds and the Capital Grant. BIS's DCF is £7,500 per year, which can be saved up for three years. Under the Capital Grant, NS put in a bid for capital projects and BIS got a total</p>	CP

	<p>allocation of £44,750 for four projects. One was for improving security (match funded), one was for the Canopy replacement (Reception block), one was for the boiler replacement/heating system (Nursery) and one was for upgrade of the Electrical distribution board. They have been checking quotes are still valid.</p> <p>The Canopy and the boiler will be done this summer. The Electrical distribution board will be March next year. They need to commit to the suppliers and write to them for the works to take place. The suppliers (A&S Landscape, Ekotherm Ltd and Clark Electrical Industries) were agreed.</p> <p>For improving security, the matched funding is not available and this will be scoped further. Of the £44,750 allocated, they plan to spend £36,637.62. In addition the computer upgrade has been done and they are currently trying to negotiate on the lightening protection upgrade.</p> <p>Some other capital works were being considered including upgrading telephones, upgrading the Nursery water heater, post-pad protectors for the Reception canopy and school signage. Signage was discussed and where it needed to be placed.</p>	
6.	<p>HEADTEACHER REPORT</p> <p>LK had provided her report in advance of the meeting and questions were invited.</p> <p><i>Two new members of staff?</i> Both have been on site this week. One will be a Nursery teacher and the other will be in Y2. This has been through E-teach and there are no agency fees. It was very positive to have 19 applicants. Both the successful candidates applied because of the school ethos. It is great to have two strong teachers appointed ready for September.</p> <p><i>How many children are there with English as an Additional Language?</i> There are 80 children. The school is supporting those children very effectively.</p> <p><i>Are the two members of staff who were unsettled now feeling more settled?</i> It was felt that they could perhaps have dealt with their concerns more professionally but most staff are now feeling more settled and staff are generally really supportive of the senior leaders. Members of staff who lost family members were very well supported.</p> <p>LK said that BIS is fully open to every child, in spite of everything, running three key worker pods as well, professionally and safely.</p> <p>Governors had received the report from Chris Jacobs, from his termly Challenge Visit on 17th March. LK said that he had been surprised by how strong the school was. Overall there was a strong set of data and predictions but some areas were not as strong as others and a small number of children can affect the data. Y1 Maths and Y2 Writing was a focus. There will be targeted support groups for this. There are only a few weeks left but when back in September, they will look at where children are and what they need.</p> <p>NS said that they can see that most children have been doing some work at home and most have read a lot at home. When Y2 were not back, Y2 staff were working with Nursery and Reception and talking to the other class teachers. It is understood that not every child will ready for their next school year.</p> <p><i>Ofsted want the children to know what they learn, why they learn and when they learn it. What is an example of this?</i> Our children work at a far higher level than most schools. We make learning a more variable experience for children and we have integrated the curriculum so they can</p>	

	<p>see how things fit together. Although staff tell them a lesson is science, they may not drive it home, so it is about using the right language.</p> <p><i>Do we use either 'step forward' or 'maximising potential'?</i> Yes, they know what the next step is, although we do not call it that. We use a programme to track everything. 'Next steps' are also in their learning journal.</p> <p><i>What is happening with transition?</i> A lot of work is going on and classes have made videos. We had to consider moving class to class within the school, Y2 moving up to Y3 at a new school and Nursery and Reception coming in and we have identified what we can do.</p> <p>NS added that it had just been agreed that the Y2 children who had returned could visit Holy Trinity. A compromise plan is that a teacher from Holy Trinity will visit and read a story and then BIS staff will take the children over to Holy Trinity so that they can see the school. Families have been told by email.</p> <p>An IT upgrade to had been completed, all computers are now running Windows 10. NS worked with Cygnet to get that completed before the children came back on site. It went smoothly and people have adapted well to the change. All the old hardware was collected by a certified recycling company.</p> <p>Online learning platforms had been discussed. With lockdown, there were grants available up to £1,500 so the leadership team looked at different options. Three of the SET schools use G-Suite so this was chosen and Cygnet supported the completion of this. All members of staff and children have a new email address and this was handed over last week. Payment will be made when the grant is received. It is ready to go but needs to happen at the right pace for everyone.</p> <p><i>Will the children use the email addresses?</i> We have not used them in the past but going forward we will need the children to all have their own login. Internet security and children using the online learning at home will be fully considered.</p> <p><i>Are any BIS children eligible for free laptops? Are these on loan?</i> Only one is eligible. It has to be set up by the school. The agreement says it is the property of the family but this will be checked.</p> <p><i>Are we using Oak National Academy? Is it useful?</i> We include it on the resources for Y2 learning at home but we are following our planning for that week of the term, so the content does not necessarily match.</p> <p>LK thanked governors for their support during the Covid-19 changes, particularly SA who provides a lot of additional support, those who helped re-draft the information for parents and to AR who spoke to staff about Covid-19 and their return to work in school, positive feedback was received on this.</p> <p>There is now a Twitter, Instagram and Pinterest school account to help promote the school. There will be an updated permission form for parents and there are photos to go on, with an overview for the year for an action plan. There will be two posts a week with a focus on learning outdoors. KS said that she knows someone who can help with promotion and will contact her on this.</p>	KS
7.	<p>UPDATE ON PROVISION OF EDUCATION FOR VULNERABLE CHILDREN AND CHILDREN OF KEY WORKERS</p> <p>a) No child has been refused a place and they have actively supported families to bring their children for a short time if they wish. There are three key worker and vulnerable children pods and it has made a big difference to those families.</p>	

	<p>They had concerns about how to support some of the families. Some came in from the first day, some joined later and some not at all. They were not allowed to teach these children until Reception came back but now all are doing learning as well. There is a Nursery and Reception pod, Y1 and Y2 pod and Y2 only. Children are very familiar with the year above and year below and do interact so this is not a problem. Nursery children have coped really well with the changes.</p> <p>b) Staff do not have any extra planning because they are planning for their provision and have double the usual time out of the classroom, adapting to send work home to families. Y2 staff began the key worker pod. Some staff were working from home but now all are back on site doing their hours apart from one day a week working from home.</p> <p>c) Year leaders are collating work to be sent home on a Friday. Most staff have now also put videos online. The children in Y1 and Y2 also took part in a maths challenge 'Sumdog' over a week, earning points for their class. Overall 36 classes from different schools took part and it was really popular with those that participated.</p> <p>d) There has been good support and parents have appreciated some of the ideas sent out. The priority remained the wellbeing of the children and they did not want to add to family stress. LK said that many families have thanked them for their approach to online learning. There were no issues arising.</p>	
8.	<p>UPDATE ABOUT REMOTE LEARNING ARRANGEMENTS FOR THE MAJORITY OF PUPILS</p> <p>This was covered in item 7c and in the Headteacher's Report.</p>	
9.	<p>SAFEGUARDING – SPECIFIC TO CURRENT SITUATION</p> <p>a) The safeguarding practice has been strong throughout, BIS has been working in partnership with the LA, following regular updates.</p> <p>b) DSL arrangements remained the same. KR is the lead and a DSL has been on site every day.</p> <p>c) This was covered in KR's presentation and in the Headteacher's Report.</p> <p>d) This was covered in KR's presentation and in the Headteacher's Report.</p>	
10.	<p>STAFFING ARRANGEMENTS AND WELLBEING</p> <p>a) Staffing capacity dropped at the beginning of lockdown as some members of staff thought they had Covid-19. There was one positive test, four members of staff were shielding themselves and one was living with someone shielding. There was no pressure for staff to come in. Those able to be on site worked on a rota basis, one day a week in school, the rest working from home and requirements made of them were manageable.</p> <p>b) Staff made good use of online training. Teachers also got the whole half term to focus on the end of year reports. Now everyone is back on site apart from on Wednesday. Staff were eased back in to work with small groups and a full day of PPA, closing earlier than usual, which was a valuable reintegration. The office staff is a smaller team, they worked every third day and SLT every third day. Staff are supported in any way possible. A counselling service is also available.</p> <p>c) There is one temporary member of staff in the office. The role will be advertised soon. In September, it is likely to be classes of 30 in pods, not socially distanced. Staff are happy to be back and have enjoyed having the children back.</p> <p>There was a request to the governors from two nursery nurses who used to do morning and afternoon and then worked 30 hours. They have been working two and a half days each in the Nursery since it re-opened with the children in pods and they have requested a permanent move to two and a half days each.</p>	

	<p><i>Do the children know them both? Is there any increase in cost? Is there sufficient cover and a handover point?</i></p> <p>Yes, the children know them both, there is no increase in cost and they have said that they will cover for each other. There is a handover point on a Wednesday.</p> <p>The governors could see no objection to this request and understood the two work well as a team but it was felt that this was an operational matter for the Headteacher to decide.</p>	
11.	<p>HEALTH AND SAFETY</p> <p>a) Thorough Risk Assessments were done for those who were shielding, coming back to work. Risk Assessments were adapted from LA models, shared with staff who also shared these with the unions. There were individual Risk Assessments for children with known needs and advice sought where necessary.</p> <p>b) There have been no health and safety incidents occurring since the last meeting. One child had a temperature on the first day, the procedure was followed and families were kept informed.</p> <p>The school will not be open during the summer holidays. The LA is currently collating information on families that may need support.</p>	
12.	<p>LINK GOVERNORS</p> <p>The role of the link governor was discussed. It was suggested that link governors meet termly with the link member of staff to discuss their subject. The subjects are linked in groups under five of the seven gifts. Governors were asked to contact their link (contacts details will be circulated). The National Curriculum is available online for governors to familiarise themselves with each subject before they come in to school.</p> <p>The following were agreed:- Art and Music - KS English – AL Computing and Design Technology – SA Maths and PE – AR Geography, Green Flag, History – GS Travel Plan – KS Science, RE and PSHE were still available for other governors to volunteer.</p> <p>In addition:- Safeguarding and SEND - HA Staff Wellbeing - AR</p>	
13.	<p>ARRANGEMENTS FOR GOVERNANCE</p> <p>a) There was one confidential item under Item 5.</p> <p>b) Dates of proposed meetings for 2020-21 will be circulated by NS.</p>	NS

Closing Time of Meeting: 10.25pm

Chair's Signature Date