

THE GOVERNING BODY OF JOHN BALL SCHOOL



Held on Thursday 14th May 2020 at 7pm via Zoom

MINUTES OF THE MEETING

Present:

Jacqui Noakes	Headteacher
Louise Atkins	Chair of Governors
Stephen Mitchell	Deputy Headteacher
Steven Cummins	
Ian Blight	
Angela East	
Emma Smillie	
Linda Yue	
Maria Valkova	
Rachel Austin	
Sandrine Marionville-Jaines	
Vanessa Amuah	
Trista McConville	
Nina Hodges	
David Roderick	
Stephanie Ahemor	Clerk to Governors

1. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies received from Matthew Fields.

2. MINUTES OF THE LAST MEETING AND MATTERS ARISING (5mins)

a) To approve the minutes of the last meeting held on 6 February 2020

Minutes approved.

b) Matters arising from the meeting held on 6 February 2020 not included elsewhere on the agenda

All other matters complete or on the agenda

3. GOVERNING BODY MATTERS-

a) **Vacancies-** still currently a LA and co-opted governor vacancy. We were going to a recruitment event just before lockdown. Nothing as yet from University of Greenwich advert.

b) **Policy Review** (policies are being reviewed through committee groups and this is a rolling process. These will be reviewed by committees and only those that need to be brought to FGB for ratification as agreed by FGB)

4. COMMITTEES- will be brought into item 9 also

a) Minutes from the Co-ordinating and Finance Committee 22 Apr 2020 (5mins)

- A budget is being set for next year with a £5,000 contingency. A £30,000 contingency for Year 2 and £50,000 deficit for Year 3. This is a reduction from previous figures.
- A Virgin money page has been set up to allow the school to support vulnerable families. £6,500 has been raised so far. 10 laptops have been ordered to give to families with multiple children at the school. This has hugely impacted the children being able to access learning.

b) Minutes from the Standards and Curriculum Committee 22 Apr 2020 (5mins)

- An external QA review was undertaken by Challenge Partners. 5% of teaching was graded at RI, the rest was good or better. The school is close to being graded as outstanding for teaching and learning. This is the only area that stopped the school from getting outstanding. The school was pleased with the results.
- Discussed support for children who will require extensive support when returning to school.
- Committee discussed differentiation of home learning materials.

c) Minutes from the Personnel Committee 22 Apr 2020 (5mins)

- Personnel committee has decided to extend temporary posts for a further one year, rather than offering permanent contracts in order to allow for fair competition next year.
- It has become apparent that some members of staff are working above their pay scale, this will be internally advertised and recruited ready for September.
- Recruitment policy has been ratified.

5. HEADTEACHER'S REPORT (15 mins)

Staffing

There have been two resignations. The positions have been filled but start date has been pushed back. There will be a small saving as a result. Following this there has been one more resignation. Recruitment is underway for two teachers to start in September, these will be temporary roles.

Staff attendance has been lower than it was previously. This is partly due to the term being shorter. There have been maternity and paternity leaves and long term sickness of support staff. There are less sick days so this is going in the right direction.

Staff meetings are designed to ensure assessment and data are accurate for the last three weeks. These meetings did not take place therefore data is not final.

Health and Safety

There were plans to carry out a lockdown for Spring term. SLT will consider whether this will take place on school return with social distancing rules in place.

Training

Training has been done through online modules. Staff have completed 22 courses. Fire marshal training has been completed.

School trips

Two residential trips have been cancelled. London Transport museum trip was cancelled.

The school is pleased with the takeup of pupils of clubs. 47% of PP children have attended a club compared to 42% of non-PP children. The school is also pleased with SEN takeup. Club providers feel more confident with supporting their needs due to SEN passport. PP children are being offered opportunities.

Governors asked if educational support is available for pupils on reduced timetables.

Two pupils are on reduced timetables. For one pupil, the school works on resilience so work is not sent home. With the other pupil, they received more intense support in school so did all school work in the morning before going home in the afternoon.

Governors asked about results for pupil attainment progress.

This is due to the moderation process. Two members of staff were new to the school. The data needs to be moderated. One teacher assessed using end of year outcome and not where the children currently were so this is not a true reflection. Support is being put in place for teachers to ensure a more accurate picture.

6. SAFEGUARDING AND HEALTH AND SAFETY

a) Health and Safety Audit

Feedback from last year's audit was that the Health and Safety policy was too large. The feedback has been taken on board. The audit will not be requested by Lewisham until September by which time the policy should be complete. The policy will be reviewed by an independent consultant.

The governing board **ratified** the Health and Safety policy until September 2020.

b) Safeguarding Policy

The safeguarding policy has an amendment for this period of time relating to attendance. If children are not included in a Zoom call, the school rings the family to speak to the child, if this does not happen within one week a home visit takes place. If no contact is made, children's social care is contacted. Concerns are being reported and investigated.

7. SCHOOL MEALS (15 mins)

The working group discussed having own chef in school rather than Chartwells. This could provide food education and a diversity of food. The group has looked at a charity called Chefs in Schools. The charity has given an indication of costs which line up with what Chartwells currently offers. However there would need to be a slightly higher uptake of school meals. Chefs in Schools help schools to recruit chefs who have previously worked in the restaurant industry.

The C&F committee have agreed to extend Chartwells contract for a further year. There is time to get staffing in place. The school would retain Chartwells staff. Chefs in Schools has an extensive training programme which begins by assessing existing staff.

Governors asked if terms of employment of current staff will change.

Yes, Chartwell's staff and Chef would become school staff members and not a separate entity.

Chartwell's contract has been extended due to the current circumstances. There needs to be a focus on supporting children returning to school.

Governors asked if pension liabilities have been factored into the costs.

Chartwells have not given any details on their staff, so the school does not know how much the staff cost.

Govenors suggested an audit of the current kitchen facilities. Chefs for Schools are happy to help with this. Governors agreed to revisit the matter at a later date.

8. NURSERY (15mins)

This is currently on hold. There are currently two nursery classes who have a 2.5 hour morning or afternoon slot. Parents pay a £5.00 charge for lunchtime cover by Superkids and provide lunch for one day to ensure children get 15 hours. The teacher must get to know 42 children and their families. This presents a disparity in workload for the teacher. It can be difficult to fill nursery places as this is not what the community are looking for.

A survey took place amongst current nursery parents, the majority of parents would have wanted a full time place of 9-3pm and an option to pay for earlier or later childcare. Parents of next year's nursery cohort would also want a 30 hour option.

The Headteacher proposed that 24 30-hour places are offered instead of the current 42 part time places. Governors discussed the finances of the proposal. It was noted that parents were happy to pay for a hot lunch if their children were in nursery for the whole day.

At the moment the school claims for 42 children to have 15 hour funding. The nursery can take 24 children, therefore 30 hours for 24 places could be claimed. This would be an increase in revenue. There is a six month lead time to change the nursery registration/provision.

Governors discussed the admission process for the nursery. The admission arrangement is sibling priority followed by distance.

Governors asked if offers have been made for September 2020.

No, the school has been awaiting the decision if governors agree to 30-hour places for September 2020.

Governors **ratified** the decision to offer 24 30-hour places from September 2020 by a majority decision.

Decisions regarding lunches and costs to be made over Governor Hub.

9.Covid 19- School closure, home-schooling and re-opening (discussion will include discussions in committee meetings) (1 hour 10 minutes)

School closure

School closure report circulated on Governor Hub.

The Headteacher thanked the CoG and Deputy Headteacher for their support during school closure. The Headteacher thanked Stephen Cummins for his guidance during this period. A daily briefing was being held to make decisions regarding covering classes. Staff were adaptable and responsive.

Safeguarding

Safeguarding has been the priority since the closure. A decision was made for teachers to make one Zoom call a day with up to six children. There are two members of staff present in each Zoom call for safeguarding purposes.

Home learning

An email is sent to parents daily containing work. Phase leaders and SLT have access to Arbor. The content of work is checked, teachers are instructed to stick to the curriculum where possible.

Provision for children in school

The local authority has instructed that it is relaxed as possible. The school had originally planned for three classes and a rota system where teachers come into school for a week and teach at the beginning of the closure. Less children have been coming into school between 15-21 children, who have been split into two classes. The youngest class from R-Y2 focus on outdoor learning. The older children have a PE lesson and work inside. A different set of staff are in school each week. Other staff set learning from home and undertake Zoom calls.

Governors asked how the progress of work by pupils is being checked.

Currently it is not being checked but this will be changed going forward.

The school is reading government guidance regarding implementing protective measures on school reopening.

Reopening

Nursery, Reception, Y1 and Y6 will be returning per government guidance. This will be a large number of children. Guidance is that a set of children and a consistent adult remain in a bubble which does not mix with other children. The Headteacher noted that per this guidance double the amount of teachers would be needed, this would not be sustainable when all year groups return. The Headteacher discussed the restrictions that would be in place on return to school and nursery and the impact this would have on social and emotional development. The view of the Headteacher is that the school is not yet able to increase numbers in the named year groups.

Reception pupils would have to be in groups of 10 and other classes split in two with 19 teams of staff to resource the named year groups opening. Two adults would be needed in each room. Today the government has released new guidance for Primary planning.

It was noted that staff have collectively agreed that they do not feel it is safe for them to return to the classroom at this stage. Recent survey staff stated they feel supported by SLT. CoG stated that the government will not be making a decision on schools reopening until 28th May. The majority of staff score highly on the survey which asks them how scared they are to return to work.

SLT have discussed a physical school with staff and a digital school with staff that are not in the building. Headteacher wishes to explore each year group having one class open for children of key workers, vulnerable children and SEN children with a maximum of 15 in any year group. One teacher in each year group would run Google classrooms which allows collaboration. Each class in the physical school would have a member of support staff with the teacher. Zoom system can be used to provide SaL intervention and SeMH intervention. Parents are not obligated to send their children to school. By September R count may be reduced.

Governors discussed the impact of parents on furlough. The Headteacher responded that some parents have communicated that they are struggling, these families will be contacted to see if it is appropriate for the children to return to school.

Governors asked about the classification of vulnerable children.

The school would create their own classification, including families whose income would be affected by their children not returning to school.

Governors asked if there were responses from survey asking parents if they would send their child back to school.

Some families are fearful. 36% of parents have said no, 39% said yes and 31% are unsure of the 100 responses surveyed so far.

Governors noted that a workable plan must be in place, this must be reviewed regularly.

Governors asked if Unions will strike.

A ballot has not been sent out.

Governors asked if a risk assessment has been undertaken.

The Health and Safety adviser is going through guidance and undertaking risk assessments. SLT are seeing what is feasible and achievable in the setting.

Governors discussed the impact on children of returning to school. A working party continues to meet on a regular basis to discuss these decisions. There will be a live update on Governor Hub.

The initial plan is to slowly increase numbers with a class per year group. Governors supported implementation of the plan. A governor asked for a further meeting for an update prior to the next meeting in July. CoG stated that governors will be updated on a weekly basis via Governor Hub. Governors asked how this will be monitored. Covid working group will monitor risk assessments, transition of children back to school and learning and home learning. Group may not meet on a weekly basis if there is not a need. School reopening is an operational matter therefore the school will be planning. Governors expressed their anxiety with the gap between this FGB and the next FGB at the end of Summer term. Provisional update meeting to be held end of June 2020 with regular updates on Governor Hub.

Headteacher clarified that SLT would meet with staff tomorrow and a plan would be shared next week with the Covid-19 working party.

Governors stated the plan must be staff led.

10. ITEMS FOR INFORMATION

Information circulated by email.

11. GOVERNOR VISITS

A SEN visit was undertaken by Sandrine. The report has been sent to the Headteacher. Children were doing well prior to Covid-19. One child has left for geographical reasons, another has left for a specialist provision. As a result, a learning associate has been released to further support the teams address need across the school.

Interventions have taken place for one SEN child with a learning mentor, however specific interventions have not been able to take place for other SEN children. The Headteacher responded that there are plans in place to support more intervention following half-term.

12. ANY OTHER BUSINESS

Governors praised staff for their work to support the wellbeing of staff, children and parents.

13. DATES FOR NEXT MEETINGS

Thursday 16th July 2020 at 7pm

Signed..... Date.....

Actions from 14 May 2020 meeting

All	To respond formally as a Board acknowledging the stance of teachers.
-----	--