

THE GOVERNING BODY OF JOHN BALL SCHOOL



Held at 7 pm on Thursday 16th July 2020 via Zoom

MINUTES OF THE MEETING

Present:

Louise Atkins	Chair of Governors
Jacqui Noakes	Headteacher
Stephen Mitchell	Deputy Headteacher
Rachel Austin	
Sandrine Marionville-Jaines	
David Roderick	
Emma Smilee	
Steven Cummins	
Angela East	
Ian Blight	
Nina Hodges	
Matthew Fields	
Maria Valkova	Staff Governor
Stephanie Ahemor	Clerk to Governors

1. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies received from Linda Yue, Vanessa Amuah and Trista McConville.

2. MINUTES OF THE LAST MEETING AND MATTERS ARISING

a) To approve the minutes of the last meeting held on 14 May 2020

- Page 2 of the FGB regarding Personnel committee, amend to 'post will be advertised internally in September.'

Subject to the above amendment, minutes were **approved** as a true and accurate record of the meeting by governors.

b) Matters arising from the meeting held on 14 May 2020 not included elsewhere on the agenda

None.

3. GOVERNING BODY MATTERS

a) Vacancies

There is a co-opted and LA governor vacancy. There are two applications currently being considered.

Parent governor election to be held in September.

b) Terms of Office

Governors to consider re-election of Steven Cummins whose term of office as parent governor ends on 25 May 2020.

Governors **agreed** to temporarily extend the office of Steven Cummins until Autumn term 2020 pending the current Covid-19 crisis.

4. COMMITTEES

a) **Minutes from the Co-ordinating and Finance Committee 20 Apr 2020**

Considered at May Full Governing Board. Budget to be discussed within Headteacher's report.

b) **Minutes from the Standards and Curriculum Committee 20 Apr 2020**

Considered at May Full Governing Board.

Update given from July committee:

- In school provision is going well.
- No assessments have taken place this year.
- There have been teething problems with online school.
- Google classrooms is now operational with materials online.
- Maths work is being quality assured.
- 80% participation in home learning for pupils, need to consider impact on pupils who are not engaging.
- IT infrastructure is poor.
- Interventions are being delivered.
- Recovery curriculum was discussed, and a SEN update given.
- Transition plan is good for pupils returning to school, secondary transfer reviews have taken place.
- Governors thanked Sandrine and Angela for their work on SEND.

c) **Minutes from the Personnel Committee 20 Apr 2020**

Considered at May Full Governing Board.

Verbal update from July committee received:

- Governors discussed the importance of communicating to staff that they will be required to return to school in September.
- Update on staffing was given.
- Governors noted that the feedback from staff and parents was excellent and congratulated SLT.

5. COVID 19 UPDATE

Updates have been placed on Governor Hub from the Covid committee.

September reopening

The government has just released guidance stating that anyone with symptoms must stay at home, this includes staff and pupils. There must be enhanced learning arrangements and robust hygiene practises. Schools must consider reducing contact and maximising distance wherever possible.

Currently the school is set up in year group pods. Pods are separated. There is a model in place that works, and the model has been adapted to scale up to a full count of children and staff. The school will have year group bubbles which will remain separate from other year groups. Each year group will be assigned its own staff. All classrooms must be forward facing, all classrooms have been laid out. Partner talk and paired work will take place where possible. Play areas in reception and Nursery will be spaced out. Government guidance does not expect early years pupils to socially distance. The start of day and end of day times have now been staggered; however the length of day will remain the same.

Logistics for lunch were explained by the Headteacher including transfer of Reception children from one site to another and supervision by midday meal supervisors. Three additional MDS will need to be recruited in order to manage control measures that need to be put in place for staff.

Governors asked about staggered times.

A one-way system will be implemented in KS1 to prevent gathering of parents. In KS2 staggered start and end times will prevent mass gathering. Classes will be assigned a gate for their parents to wait at. Gates will be supervised by the premises team or SLT. SLT will make adaptations as needed.

Governors asked what the staff response was.

Staff felt reassured by the plans and felt that they would work.

It was explained that today the school received a union agreed risk assessment from the local authority. There will be additional cleaning in the school in the middle of the day. Each of the classrooms will have their own cleaning products if year groups feel that additional cleaning is needed.

Governors asked about picking up siblings and crossing from KS1 to KS2.

Some families will need to wait whilst picking up siblings. The school will need to wait and see what happens.

Governors asked about eczema and hand sanitisation.

Children are not encouraged to use hand sanitiser but to wash their hands with soap and water. It is advised that hand sanitiser is used when soap and water is not available. Parents can send in cream if it causes a problem.

Governors asked if the local authority will do anything about traffic on the road.

The school will have to manage road closures for drop off and pick up. The school is concerned about the capacity to manage the closures as well as school gates. Angela has liaised with the LA regarding possible school drop off points. The LA is still considering the proposals. The Safer Streets initiative was discussed.

Governors asked if resources will be available to support children with transition.

A comprehensive transition plan has been prepared. This prepares children around returning to school and getting to know their new teacher. Teachers will be filming a video for Google classrooms which is a social story discussing what their classroom will be like and teachers looking forward to meeting new pupils. A universal level available for everyone includes video, keeping in mind cards and visits to school. The current Y1 and Y5 will have an adult per class, in addition to their teacher. The outdoor learning area has been enhanced for Y1; it is more like an early years setting. Resources have been heavily invested in. There will be a transition when they are ready to move to more formal learning.

Governors emphasised that communication to parents must emphasise that those with symptoms must not come into school. The Headteacher responded that there is signage on the gate and those on the gate will supervise. Four people have been sent home during this period.

Additional cleaning has been costed at £3,500 up until Christmas 2020.

All year groups will be given PPE if needed.

There will be no assemblies for all pupils for the first term. Videos will be recorded for Google classroom. The school may move to year group assemblies in the future.

Regarding PPA, the school is looking at a model of closing on Friday afternoon, however this would be inconvenient to parents. PPA teachers, cover supervisors and HLTA's will cover PPA within the bubbles. In two year groups, additional staffing would be required at a cost of £4,500 in the first

term. This would ensure bubbles are kept separate. The Nurture nest provision has been adapted so that two groups previously attending before school closure will still be able to attend.

Governors asked about the budget for additional expenses.

The budget will be sufficient as there is a carry forward of £31,000. Some of the carry forward will be used and the contingency fund will be reduced to 1%. Resources in school have been used to minimise cost as much as possible.

Children will have longer playtimes when they first return to school to support their emotional wellbeing. Time will be needed to build up the stamina of returning children to learning. The school believes this will be back to normal by October half term.

Forest school for R, Y1 and Y2 will be in place for autumn term. There will no autumn term clubs or peripatetic teachers. SLT will look at using staff within their contracts to run before and after school clubs to support curriculum catch up. This will be considered once there is capacity and the structure of the day has been finalised.

Governors asked about student teachers.

There are 15 student placement teachers from Greenwich university.

Governors asked about the National Tutoring Programme.

Information has not yet been received.

6. HEADTEACHER'S REPORT

Finance update

The budget assumes that every teacher progresses up the pay scale.

Provision Mapping data

Governors noted the difficulties in tracking children whilst they are at home.

The Headteacher thanked staff for how adaptable and supportive they have been. The curriculum has been adapted to a digital format in a short time. The Headteacher thanked the Premises team, Deputy Headteacher and School Business Manager for transforming the school to make it Covid secure. Parents were thanked for making the sudden and unexpected transition to co-education. Children were thanked for being resilient and a fantastic part of John Ball school. Governors were thanked for the commitment shown to the pupils of John Ball and for proving suitable challenge so that children are given the best.

The Chair of Governors commended the Headteacher for leading the school during this time.

School roll

The school roll has not changed. Currently no admissions are happening, and the school roll has remained static.

School budget

Information was shared to the Co-ordinating and Finance committee.

Governors asked about the large movements in the budgets compared to last year in particular in reference to the decrease in agency staffing and support staffing and the increase in teaching staff, employee expenses and insurance.

It was explained that the supply budget has reduced as this term none have been used. The structure with phase leaders being out of class three days a week means most cover is provided internally with no additional cost to the school.

To be followed up further in Governor Hub.

- An increase in TLR payment will be offered for members of the leadership team to take on the DSL role for one year.
- A three day a week teacher will be employed to support Y5 and Y6 catch up following extended school closure.

Governors asked about trips, is there a procedure to reclaim money.

Current Y4 parents have paid for their trip, the date has been moved so this will now be the Y5 trip in summer term. School trip providers have been flexible. The Headteacher explained that money will not be committed until closer to the dates. There will be no trips in autumn term.

There has been movement in the budget but there is a surplus budget. This has been done through managing contracts and budget lines. The Chair of Governors commended changes that have been made to ensure the school has a surplus budget.

- It was noted that EHCP pupils are in school.
- There are currently places for 165 children in 11 bubbles.
- There are no nursery children in school.
- Two members of staff have been on long term sick leave. All staff will be returning on full hours in September minus three members of staff.
- Staff meetings are still taking place
- SLT are unable to make judgements on teaching and learning at this time. Some work on Google classrooms has been quality assured by phase leaders.
- Training has still taken place including fire marshal- assessment only, QTS, first aid and IOSH.
- No new staff have joined during this term.
- There have been no school trips during this term.

Governors asked how children will be benchmarked or baselined on return.

The school will use resources created by PiXL to build missed learning into new learning this year. As part of school practice teachers are able to identify gaps and address this through differentiation of learning. Pupils will take their current school books to the next year so that teachers can identify gaps. The start of Reception has been delayed and staff will temporarily be redeployed to Y1 and Y2. Staff will listen to every child read and reassess what level they are on. Phonics assessments will take place in a way that is not stressful to children. Phonics test will be sat in autumn term.

7. SAFEGUARDING AND HEALTH AND SAFETY

a) Safeguarding Review Report

Zoom calls are being held with children not in school. If children do not attend Zoom calls then the office goes through the non-attendance process. Home visits and letter drops are taking place as well as contacting emergency contacts. The school has successfully kept track of all children.

There have been more children going on holiday, but parents have been traced. The school is aware of where children are, and children are spoken to.

It was noted that a S47 referral has been made.

Safeguarding Link Governors report (Matthew and Emma)

A visit took place week before lockdown followed by a virtual inspection mid-term. Critical questions were asked. Another inspection took place, all details available on governor hub. SCR inspection could not take place. A self-inspection will take place over the summer holidays supervised by the SBM. There were concerns about three families, they were followed up and satisfied. Governors were impressed that thorough oversight has been had over families during this period.

b) Safeguarding Policy

Has been updated. Governors to read over summer holidays. KCSIE to be put on Governor Hub and to be digitally signed or signed in the first term.

Health and safety

- Water pipes will be worked on during the summer holidays. All will be replaced as well as water tanks.
- Staff are aware they cannot be on site over the summer. There will be a deep clean before the return to school.
- All statutory tests are up to date. Systems are being test weekly as per LA guidance.
- There have been no accidents this term. There has been a fire alarm test.

8. SCHOOL MEALS

Working party suspended last term will resume in September. Notice has been given to Lewisham to leave the current contract in July 2021. Chartwells have not yet given costs for a four-term contract, though have stated it will not be more than a 10% increase from previous costs. There is currently a £25,000 surplus within the contract. Schools have been directed to pay contracts in full. C and F committee to consider in the Autumn term.

9. POLICIES FOR APPROVAL

a) Visions and Values

Governors **ratified** the policy.

CoG asked governors to think about the Governing Boards vision and values in line with the school.

The Chair of Governors thanked everyone for their hard work and commitment during this time and thanked the Headteacher and Deputy Headteacher for their leadership during this unprecedented time.

11. DATES FOR NEXT MEETINGS

TBA

Signed..... **Date**.....