



Eynsham Partnership Academy
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Freeland CE Primary School

Aspiring and achieving together

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Freeland CE Primary School Extraordinary Governing Body Meeting on 1st April 2020, at 4.00pm, on Microsoft Teams

Attendance: Sarah Nickelson (**SN**) (Headteacher), Catrin Mezour (**CGM**) (Parent), Penny McCarthy (**PM**) (Staff), Toby O'Neil (**TO**) (Parent) (Chair), Caroline Taylor (**CT**) (Director Appointed), Matthew Coolin (**MC**) (Director Appointed), Nicholas Dawson (**ND**) (Parent) and Catrin Moore (**CM**) (Parent) (Vice Chair).

In attendance: Gemma Peace (**GP**) (Clerk).

Governors were provided with a meeting ID to enable them to join the meeting on Microsoft Teams, which was held virtually, due to the school closure and social distancing measures in place as a result of Covid-19.

The LGB meeting scheduled for 17 March 2020 had been postponed and this meeting arranged in its place.

The meeting was quorate and was opened at 4.00pm.

3.	Item title	Action/ Who/ By when
1.	Apologies for absence and welcome The Chair welcomed all to the meeting. Apologies had been received, and were accepted, from Alice Harden (AH) (Foundation). Janet Faulkner (JF) (Foundation) and Jane Lench (JL) Staff were unable to join the meeting.	
2.	Declarations of any business or pecuniary interests None to declare in relation to the agenda items.	
3.	Policies <ul style="list-style-type: none"> <i>Governor Virtual Meeting Attendance Policy</i> – the policy had been shared on GovernorHub before the meeting. Governors discussed section 3 of the policy, which covers situations where governing bodies have to meet virtually. Governors present voted unanimously to approve the policy. The Clerk had updated the governing body Standing Orders to refer to this Policy and posted them in the relevant meeting folder on GovernorHub.	
4.	Approval of Minutes of LGB meeting held on 28th January 2020	

Chair of Governors: ...  ... Date: ..23 June 2020...

	<p>Actions not referred to from the previous minutes have been completed.</p> <p>Governors had been asked to pass any comments on the minutes of the meeting to the Clerk before the meeting. No comments had been received.</p> <p>SN confirmed the interview day for the teaching vacancy had gone very well. Emma Waters had accepted the job offer and will start at the school in September as a NQT.</p> <p>Governors present confirmed that they have completed GDPR training.</p> <p>JF and CT had helped to judge Freeland's Got Talent.</p> <p>The minutes from 28th January 2020 were agreed to be a true and accurate record of that meeting and were signed electronically by the Chair. The Chair agreed to send the minutes to the Headteacher to file at the School.</p> <p>Action: TO to send pdf minutes to the school office and SN to publish on the website.</p>	TO
5.	<p>Headteacher's Update</p> <p>SN had written a headteacher's report for the postponed meeting on 17 March, which was available on GovernorHub before this meeting. There were no questions about that report.</p> <p>SN informed Governors that the school had closed last Wednesday, and staff and pupils from the school are travelling to Hanborough Manor. SN stated that staff have been calm, supportive and positive during the rapidly evolving situation they have found themselves in.</p> <p>SN informed Governors that there have been a maximum of three children from the school who have been on site since social distancing and lockdown measures were enforced. SN assured Governors that staff and pupils attending school are safe and well. The breakfast club has been open for pupils who need to attend. Teachers and TAs are working on a rota basis and either SN or PM are on site during the school day. Both confirmed that the arrangements are working well.</p> <p>SN said that she has received positive feedback about the school's approach to home learning. Some welfare calls have been made. SN stated that she is mindful that phase one of home schooling would last until Easter. Staff are aware that they would need to adapt practices in the future but, so far, all is working well. PM emphasised the fact that pupils seem happy at home and in school.</p> <p>Q. Governors asked how the others teachers at the school are coping with the new arrangements.</p> <p>A. SN said that staff are ensuring that pupils who attend school are completing the work that has been set on the website. When teachers are not in school they are planning work and responding to emails. Staff have been set some CPD to complete, which links with the behaviour management scheme and they are looking ahead at the curriculum for September. Also, staff are completing subject lead work. Joe is carrying out research into Google Classroom to see whether the school could adapt practices in line with that. Staff meetings have</p>	

	<p>and will continue to be held weekly, and SN is going to arrange a meeting for TAs after Easter.</p> <p>Q. Governors asked how the teachers are coping with the social isolation aspect of their current circumstances.</p> <p>A. SN said that teachers seem to enjoy coming to school. They encounter some understandable anxieties when they return to school, although they have been able to settle back into the school day.</p> <p>Q. Governors asked if any staff had needed to self-isolate.</p> <p>A. SN said that two TAs had self-isolated due to family circumstances.</p> <p>Q. Governors asked if the 7.30am breakfast club start had been an appropriate time for key worker parents.</p> <p>A. SN said that it had worked for the parent of the child who had attended and assured Governors that she had not been approached by any other parents about the timing of the school day.</p> <p>Governors offered their gratitude to the staff for their hard work during this difficult time.</p> <p>SN reminded Governors that she had posted the results of the parent and pupil surveys on GovernorHub. She informed Governors that a parent had mentioned the cost of school trips and some pupils had asked for more homework.</p> <p><u>Safeguarding</u> – A safeguarding review had taken place on the Tuesday before the school closed to most pupils. The review had gone very well. Governors, staff and pupils spoke coherently about how the school keeps people safe. Actions arising from the review related to clearing out some areas in the early years classroom and an issue that arose as a result of a contractor leaving tools out during the review. Additionally, a few of the school policies need to be updated on the website by adding the correct front page and SN is in the process of doing that.</p> <p><u>Health and Safety</u> – Nothing to report.</p> <p><u>Data protection</u> – See above regarding Governor GDPR training.</p>	
6.	<p>Governor Questions</p> <p>Q. Governors asked about SATs, and whether there is any government guidance or information about alternative ways that pupils will be assessed.</p> <p>A. PM said that, at the moment, the government has indicated that there would be no formal means of assessment for current year 6 pupils, which is disappointing, as some pupils have made excellent progress. If pupils return before the end of the year, the school would try to implement some form of assessment and celebration, if no government advice on assessment has been issued.</p> <p>Q. Governors asked about whether a potential new director appointed governor had been contacted.</p> <p>A. TO said that he had contacted the potential governor, although events had surpassed that meeting and it is now unlikely that that person could join the governing board.</p>	

	<p>Governors considered whether the current teaching and learning model is sustainable or whether teachers and pupils would become fatigued. Governors discussed remote learning and the difficulties that schools face. There is also a balancing act to be struck with staff who have children of their own at home. SN said that the EPA had arranged meetings to discuss the different remote learning models being used across the academy. SN said that the EPA are mindful that parents are trying to work and they cannot expect pupils to do the same amount of work in a day that they would do in the classroom. SN reiterated that the school is investigating different methods of learning. PM pointed out that the efficacy of home learning is dependent on families having access to relevant technology, which must be taken into consideration. It is proving quite challenging for KS1 pupils. SN said that she wanted to ensure that the pupils are still doing some writing, as opposed to using technology all of the time.</p> <p>Governors noted that the pastoral and social aspects of the current situation are just as, if not more, important that the school work, especially for KS1 pupils who are less likely to socialise online than KS2 pupils. SN said that staff are conscious of how they could best manage pupils' return to school, with the possibility that this would not be until September. SN said that reports would be sent out shortly, as is the case in a normal school year. SN is going to review the reports and they would be sent out after Easter. SN wants to be in school after the reports are sent out, so that she can respond to any parental queries.</p> <p>Governors discussed the impact of the situation on assessment points and data and how many aspects of monitoring are impractical in current circumstance.</p>	
7.1	<p>GOVERNING BODY MATTERS</p> <p>DBS/Section 128 Checks</p> <p>All Governors have been DBS/Section 128 checked.</p> <p>Governors spoke about if and when these need to be renewed.</p>	
7.2	<p>Governor Vacancies/Terms of Office Ending</p> <p>There are currently three Director Appointed Governor vacancies and one Parent Governor vacancy.</p> <p>JF and JL's terms of office end in early October 2020.</p> <p>CM is going to leave the governing board in July 2020 when her youngest child leaves the school.</p>	
7.3	<p>Governor Training/Training Plan</p> <p>Nothing to report. This is on hold due to current circumstances.</p>	
7.4	<p>Governor Monitoring Visits</p> <p>CGM had completed a visit in her capacity as lead governor for modern foreign languages with Miss Lamb on 26th February. Her report was on GovernorHub to view before the meeting.</p> <p>JF had attended a safeguarding meeting with SN to go through the single central record. There was also a safeguarding review, which went well and only a couple of small actions were suggested (see minute 5 above).</p>	

	<p>MC had visited the school on 6th March for science day.</p> <p>Governor visits have been suspended until the restrictions imposed as a result of Covid-19 are lifted. TO said that he would raise the issue regarding Governor monitoring and oversight at the EPA Chairs meeting later today.</p> <p>Q. Governors queried whether they should be in contact with the subject leaders before September.</p> <p>A. SN suggested that TO should bring this item up at the Chairs meeting later today.</p> <p>Action: TO to raise the subject of governor monitoring at the EPA Chairs meeting.</p>	TO
7.5	<p>Governor Communication with Stakeholders/Community</p> <p>SN said that she would do her best to continue to draft a brief weekly newsletter for parents and pupils during the school closure. SN said that Governors could send her items to add to the newsletter if they would like to.</p>	
7.6	<p>Foundation Governors' Update</p> <p>Nothing to report.</p>	
8.	<p>Dates of 2019-20 LGB meetings: To be confirmed (the next meeting was due to be held on 12 May 2020).</p> <p>Action: SN and PM to liaise with TO and GP to decide when the best time is for the next meeting.</p> <p>Matters to discuss at the next LGB meeting: to be confirmed.</p> <p>Governors again gave their thanks to the school staff and leadership team for their hard work. SN confirmed that the staff team have been incredible.</p> <p>The date of the next Resources Committee meeting is to be confirmed.</p> <p>The date of the next Performance and Standards Committee meeting is to be confirmed.</p>	SN/TO/ PM/GP

The meeting closed at 16.53 pm.

GP: 1st April 2020