



VIRTUAL MEETING OF THE FULL GOVERNING BOARD ON 28TH APRIL 2020 AT 9AM

“We are a community with a lifelong passion for learning.”

Theme for the year – Ofsted Ready and Curriculum Leadership

Present: Hilary Priest (HP), Head, Mike Waterson (MW), Chair, Karen Jarvis (KJ), Rob Hill (RH), Ian Stewart (IS), Neil Maslen (NM), Claire Jones (CJ),

In attendance: Debbie Horton (Clerk)

Minutes

1	Welcome & apologies for absence Sam Gothard and Ceri Goddard sent their apologies. LP was absent. This meeting replaces the March 19 th 2020 FGB meeting, which had been cancelled.
2	Attendance & declaration of Interest The clerk noted all attendees. There were no declarations of interest.
3	Governing Board The governors noted Karen Jarvis's election as staff governor and Suzanne Bryant's resignation as co-opted governor. There are two vacancies on the board, both for co-opted governors. HP said that community members, rather than parents, could be sought for these positions, to ensure balance on the board.
4	Approval of minutes of last FGB meeting on 3rd December 2019 The minutes were agreed as a correct record.
4.1	Matters arising from minutes of last FGB meeting This item was postponed to the next FGB meeting.
5	Committee meetings The governors noted the minutes of the Resources meeting of March 10 th 2020 and the Teaching and Learning meeting of February 11 th 2020. There was an additional Resources meeting on February 6 th 2020. The minutes were taken under Part 2 confidential proceedings. RH informed the Board that the draft budget proposed by the Resources committee was healthy, due to tight management by Sandie Lovell and the Head, increased pupil numbers and extra government funding of approximately £130, 000. The committee's proposal includes investment in teaching materials, which had been under resourced for some time, particularly in the light of changes to the curriculum. These proposals came after consultation with staff. However, it was recognised that due to the unforeseen consequences of the Covid virus, spending on teaching resources now needed to be flexible and non- urgent spending could wait. Q: NM asked if there were any extra costs to the school as a result of the corona virus. A: HP said that there were extra staffing costs because the school had stayed open during the Easter holidays. These costs would come out of the supply budget and were affordable. Government advice was to give time in lieu but the Head thought this unfair and had made the decision to pay staff for that time. NM said that if the school was carrying a surplus budget then those costs wouldn't be refunded. Q: MW asked about the funding of free school meals during the holiday period. A: HP said that qualifying children had been given £12 a week in the first week and vouchers worth £15 thereafter, in line with government recommendation. Q: MW asked about FSM provision in school during the holiday period. A: HP said that the kitchen hadn't been open and children had brought in their own packed lunches. The meeting moved to Item 7 Budget.

7	<p>Budget for approval</p> <p>NB decision re: Laser gas and electricity renewal required.</p> <p>The governors had received 5 budget documents with the agenda: the FRS, a report from Sandie Lovell, the school budget share calculator, a budget comparison of the last 3 years, and the budget.</p> <p>RH informed the board of the main changes to the budget:</p> <ul style="list-style-type: none"> • The Deputy Head's move to a full-time deputy role. • The mutual fund's reinstatement following a number of years without it. It was now felt to be affordable. • An increase in the teacher training budget from £2000 to £6000. • An increase in the budget for premises repair and maintenance to meet increasing costs as the school building ages. Benchmarking had shown that the Grove's budget was considerably smaller in this area than other similar schools, but it would now come to parity. • An extra £20, 000 for teaching materials, to include books, an upgrade to iPads and IT and other curriculum resources. • Professional services would be engaged for the Head's appraisal. In recent years it had been done by another Head teacher. <p>The original budget had a surplus by year 3 of £50,000. The Resources committee considered that there should be an approximate break even by that time to ensure current money was spent on current children. They asked for approx. £15000 to be spent each year. This was incorporated into the budget proposed to the FGB.</p> <p>MW proposed the budget for 2020-21 to the board and it was accepted.</p>
6	<p>Policies</p> <p>The meeting moved back to item 6.</p> <p>The 2016 Redundancy policy received its four-year review.</p> <p>The Covid 19 amendment to the Safeguarding policy was agreed.</p> <p>IS noted that the parent code of conduct discussed at the last Resources meeting was on pause.</p>
8	<p>Update from Head, to include safeguarding.</p> <p>To include: critical incident reporting, virtual schooling update, key worker numbers, staffing, support for vulnerable children and staff well-being and mental health.</p> <ul style="list-style-type: none"> • Critical incident reporting: the DCC had sent the school a pack about how schools should respond to deaths. • Virtual schooling: HP reported that this was robust. Work is set daily, with other tasks on the website. Some teachers are doing video teaching and feedback. Parental response has been positive. Whilst the curriculum is not being covered as it would be in school, as much as possible is being offered. On Fridays, whole school tasks are being set to encourage a sense of unity. <p>Q: NM asked about the level of response to virtual teaching.</p> <p>A: HP said that the majority of children were engaging with online learning and teachers followed up those who were finding it a struggle.</p> <p>Q: IS asked if connectivity was difficult for some children.</p> <p>A: HP said that on the whole it wasn't but any child without access to the internet would receive a daily phone call.</p> <p>Q: RH commented that some of the tasks required sheets to be printed and asked what happened to those children without a printer.</p> <p>A: HP said that so far this hadn't been a problem and that not all classes required printed sheets. Much could be copied and some could be done on Seesaw, for example.</p> <p>Q: RH observed that teachers were interpreting virtual teaching in a number of ways and asked about consistency.</p> <p>A: HP said that there was consistency in content, but teachers were encouraged to use their own personal style to engage with children.</p> <p>Q: NM said that the staff had been incredible in their response and asked how they were looking after themselves.</p> <p>A: HP said that she is in email contact with them and they appear to be managing well. She</p>

	<p>intends to phone all staff to check in with them.</p> <p>Q: MW asked what percentage of the curriculum the children were following and how far behind they would be when school resumed.</p> <p>A: HP said that it was hard to know as children's engagement with online learning varied so much. She said their aim was to keep things ticking over, and to go back over areas where necessary, when school reopens.</p> <ul style="list-style-type: none"> Key worker numbers: HP reported that since Easter there had been between 8 and 18 children in school each day, with 3 members of staff, Rebecca Rocket until 10.30 am and Sam Wilkinson for each morning. <p>Q: MW asked about vulnerable children.</p> <p>A: HP said that they were able to attend school if desired. The school has frequent, almost daily contact via phone or email, plus some face- to- face contact with vulnerable children and their families.</p> <p>Q: MW asked what would happen if a member of staff was worried about a vulnerable child.</p> <p>A: HP said that it would be reported to her straightaway, an individual plan for that family would be made and conversations would begin.</p> <p>Q: NM asked if the same member of staff was phoning a particular family each day.</p> <p>A: HP said that they were and that parental feedback was positive.</p> <p>Q: RH asked if safeguarding procedures were still up and running and whether there had been any increase in concerns.</p> <p>A: HP said not, and advice to parents who were worried was to be as non- confrontational as possible and to stick to the basics of learning.</p> <ul style="list-style-type: none"> Staff well-being: HP said that staff appeared to be in good spirits. Maintaining the social distancing rules in school was hard, but staff were coping. <p>Q: IS asked if staff were having conversations about work outside school.</p> <p>A: HP said that they were continuing to collaborate.</p> <ul style="list-style-type: none"> Mental health: HP said that there were useful links on the website and in the newsletter, but the school did need a comprehensive back-to- school mental health pack for everyone.
9	<p>School re-opening</p> <p>Information and discussion</p> <p>HP keeps abreast of the latest advice through the Devon Association of Primary Headteachers (DAPH), who link with Devon County Council (DCC) and the Department of Education (DFE).</p> <p>She outlined a number of concerns:</p> <ol style="list-style-type: none"> 1. partial reopening 2. transitions - (Year 6 to secondary, new Reception children, KS1 to KS2). 3. social distancing 4. those who are vulnerable/living with vulnerables 5. staffing numbers 6. parents who don't want their children to return to school yet 7. mental health package around the whole school <p>Q: MW asked if there was any government guidance about these issues.</p> <p>A: HP said that at the moment there wasn't any specific advice, but there would be some in due course, given that it was a nationwide problem.</p> <p>Q: MW asked how the governors could be useful.</p> <p>A: HP said that whilst there were few answers to many questions right now, she would appreciate</p>

	<p>the governors giving these questions some thought, ready for a discussion when the time was right. She was also going to meet with the SLT and other Headteachers to discuss school reopening issues.</p> <p>NM thought drop off and pick up times needed some thought, and RH said that planning for the Year 6 transition should be a priority, and was perhaps more doable than some of the other challenges. The Head also confirmed that there would need to be recruitment for maternity cover this academic year.</p> <p>HP asked the governors for their feedback about school reports, and whether an abridged version would be acceptable. Those governors who were parents thought that this was fine, and that some kind of messaged encouragement to children would be positive. Video contact between the child and the teacher was suggested but it was understood that this could only take place with an adult present with the child.</p> <p>On behalf of the governors, MW thanked staff for their dedication to the school during this crisis.</p>
10	<p>Clerk's report</p> <p>None</p>
11	<p>Correspondence</p> <p>None</p>
12	<p>Items brought forward by the Chair</p> <p>None</p>
13	<p>Date & time of next meeting</p> <p>Virtual FGB meeting on 12th May at 9am (not 8.30am as on the agenda). Zoom link to be sent out by MW.</p>

The meeting ended at 10.15am