

Hopton Primary Academy
Full Meeting of Local Governing Body
Tuesday 19th May 2020, 14.00
Held Remotely via Microsoft Teams



Name	Initials	Role	Present / Apologies / Absent
Chris Grogan	CG	Foundation Governor	Present
Rosemary Barker	RB	Foundation Governor	Present
Emma Plane (Chair)	EP	Foundation Governor	Present
Serena Curtis	SC	Parent Governor	Present
Waheedat Owodeyi	WO	Parent Governor	Present
Christabelle Whiteley-Tye	HT	Headteacher/Governor	Present
Richard Mason-Ray	RMR	Foundation Governor	Present
John Waters	JW	Foundation Governor	Present
Sandra Smith	SS	Foundation Governor	Present
Diane Moore	DM	Staff Governor	Present
Katie Potts	KP	Deputy Headteacher	Present
Justine Petersen	JP	Clerk	Present

- 1. Opening formalities**
 - 1.1 Opening Prayer**
 EP welcomed all present and thanked them for attending the meeting under such unusual circumstances. She opened the meeting with a prayer.
 - 1.2 Receive Apologies for Absence**
 SC had advised that she may not be able to attend due to childcare issues.
 - 1.3 Consent/Non-consent to absence**
 Governors agreed to consent to any absences for this meeting, given the current circumstances.
 - 1.4 Declaration of Pecuniary Interests**
 None declared.
- 2. Minutes and Actions**
 - 2.1 To approve the minutes of the meeting held on 10th February 2020.**
 The minutes were agreed as a true and accurate record of the meeting. They will be signed by EP when it is safe to do so.
 - 2.2 To review actions from previous meetings**
 Many actions were no longer relevant or had been superseded. It was agreed that actions would be 'parked'. EP has the skills audits, but they have not yet been analysed.
 - 2.3 To discuss matters arising from the minutes**
 N/A.
- 3. Headteacher's Report**

Class Dojo
 Class Dojo is the main route for online learning. The school has bought into Cornerstones. There are knowledge organisers within those topics and teachers will use these as a base.
AP – Knowledge organisers and Cornerstones to be added to a future agenda.

Provision of education to children of key workers
 HT informed governors that the school is running smoothly and staff have been exceptional. They volunteered to work over Easter and half term to support key worker children. Staff are currently working in groups of 3.

The number of children attending school is ranging from 4 to 14. HT asks parents for their needs every fortnight. Some key worker children are full time and others are just in school when childcare is needed. Children are in settled groups and there is a clear routine. They have been enjoying school but one child has said they are finding it 'all the same'. The school will address this. There has been no staff illness due to Covid-19. Two members of staff are off work but HT understands the reasons. Some staff are shielding. This has not put undue pressure on the staff in school. Class Dojo has been excellent. Staff are finding it accessible and parental feedback has been positive. There has been no criticism of online learning. The school has supported parents where needed.

Teachers are keeping in touch with families. They have been in contact with every family and have telephoned those they have not heard from. There is a clear welfare call list and all bases are covered. Staff are in school for one day per week. 2 days have a higher staffing ratio because a vulnerable child is in school. Risk assessments are in place.

KP provided an update on learning. The school knew what sort of provision it wanted to provide before the lockdown. There has been consistency across year groups. KP is ensuring all are setting the same amount of home learning. Communication is key. Parental feedback has been very positive. Parents are able to contact teachers and get a fast response. They feel the level of challenge and amount of home learning are sufficient. English and Maths are more academic but other activities are more practical. Some parents have found it difficult and the school is supporting them. They are often parents with multiple children in school. There have been no complaints across the school and parents are grateful and understanding. The engagement has dropped slightly as time has gone on. There is pressure at home and some families are feeling overwhelmed. This has nothing to do with the school but teachers are picking it up.

Staff are aware that not all children have access to IT at home. Some were trying to manage on mobile phones. Paper copies are now provided for some parents.

HT sent a survey to parents in years R, 1 and 6. Some said the children have missed the staff. Teachers and TAs have been asked to upload videos onto Class Dojo, such as of themselves reading stories. Older year groups would like a quiz.

RMR joined the meeting at 14.22.

Children have been meeting via Google Meet.

SC joined the meeting at 14.24.

Governors thanked and congratulated the staff on how well they have risen to the challenge.

Gov: What can governors do to help?

HT emphasised the children returning to school. The school is doing all it can to prepare. The landscape and guidance is changing constantly.

The risk assessment is being written and governors will provide support. Governors should ask questions to ensure nothing is missed.

Gov: How will you deal with very young children in terms of social distancing?

HT will inform parents of how this will work. Parents with children in years R and 1 will make a decision on whether to send their children back to school.

JW joined the meeting at 14.28.

HT will contact all parents in those year groups to ask whether they intend to send their children back to school. She will also consider key workers. Classroom layouts have changed. 5 classes can now take 9 children, and R and 1 can take 8. Desks are 2m apart with walkways for staff. The school will be a very different place but it will be done as kindly as possible. Staff will video the classrooms to ensure children are prepared before they return.

Gov: So not all children cannot return at the same time in those year groups?

No, numbers must be limited so that social distancing can be maintained.

Gov: Will those children be in school on a rota basis?

That depends. Places must still be provided for key worker children in all year groups. There are 3 classrooms of key worker children with 9 in each. Children must stay with the same 'bubble' and they cannot swap. Younger children need to be with their own class teacher and TA for their mental wellbeing.

Gov: Is there any indication of the numbers who may want their children to return in years R, 1 and 6?

HT sent out a survey.

YrR – 4 definite, 1 who would like more information, 6 unsure, 9 definitely not, 4 probably not.

Yr1 – 2 definite, 2 probably, 8 unsure depending on more information, 8 definitely not.

Yr6 – 14 definite, 2 wanting more information, 8 undecided, 8 definitely not. HT stressed the fact that 24 Yr6 could not be accommodated should the undecided wish to return. Years R and 1 must be the priority.

Gov: How has the school been providing for vulnerable children in terms of vouchers?

Vouchers were initially allocated via Eden Red. They were not sent directly to families because the school did not have all email addresses. The DfE then announced that schools could use their own providers, and Hopton has since done this via DNEAT. The school credit card has now reached its limit and Hopton will have to go back to Eden Red. It is not acceptable to be asking staff to work on this in the middle of the night, which is what Eden Red have advised because of long queues to access the website. Orders are still taking up to 5 days to be processed.

HT will have to go direct to parents. The government has not yet agreed whether vouchers can be issued for half term but the school owes parents one week anyway. Parents will need to provide an email address.

Gov: Have all who are eligible for free school meals been provided with a voucher?

Yes, via Wand and within an hour.

Provision of education to vulnerable children

Covered above.

Provision of education to children with EHCP

Covered above.

Provision of home schooling

Covered above.

4. Wellbeing, Mental Health and Resilience

How the staff are managing

Gov: How are staff feeling about more children coming back into school?

HT advised that staff are very anxious. She has shared her thoughts on managing this with all staff, and she is hopeful that some of these anxieties were alleviated. Classrooms have been set up so staff can see what they will look like. It cannot be made 100% risk free, but staff will have opportunities to feed into the risk assessment as much as possible. All possible steps are being taken to ensure the environment is safe.

HT has been asked to forward the risk assessment to DNEAT by 22nd May as more children will be in school from 1st June. She has been advised that she needs a robust reason as to why years R and 1 cannot be in school by then. She does not feel this is safe, and staff health and safety training needs to be in place.

Governors were strongly of the opinion that this represented a robust reason. Training needs to take place and preparations need to be made. All governors fully supported HT in this decision. Training cannot take place for all staff at the same time because of the requirements of social distancing. It will need to be done over several sessions while also looking after key worker children.

Staff will be in school over half term and HT feels they need a break. They have worked hard, completed online training and they have been asked to plan for next year.

The TA role is likely to change.

Gov: Does DNEAT say the school must be open for key worker children over half term?

The guidance has been unclear. Schools were initially told by the CEO that every school is different and DNEAT would support safety above all, but she has since been told that years R and 1 must be back in school from 1st June unless there is a very good reason.

Governors unanimously agreed that HT should take the time she needs to prepare the school for further opening. They do not feel she is contravening government guidelines. All staff must be trained in health and safety.

Gov: Has anyone from DNEAT visited the school since the lockdown?

<p>No. DNEAT staff are furloughed or working from home. The re-opening of the school is an operational decision.</p> <p>Gov: The LA has said that not all schools will open. Why is Hopton re-opening?</p> <p>EP stressed the need to follow the Government guidelines and to determine how many children can be safely accommodated in school. The school is publicly funded and has a duty to implement Government guidelines in the best way it can. Parents retain the right not to send their children to school. The risks will be minimised as far as possible.</p> <p>How pupils and families are managing</p> <p>Covered above.</p> <p>Mental health/wellbeing support strategies</p> <p>Covered above.</p> <p>Bereavement Support (if applicable)</p> <p>N/A.</p>
<p>5. Forward Planning</p> <p>Discussion re preparation for recovery/re-opening</p> <p>Covered above.</p>
<p>6. Safeguarding</p> <p>Discuss the potential safeguarding impact of current operating practices within and outside of the school</p> <p>Safeguarding is difficult because the children are not in school and they are unable to talk privately with staff. KP, HT and Miss Jo did a webinar to ensure they are up to date. There is a welfare list and Miss Jo is doing conferencing via Zoom so she can see the children. The school is keeping in touch with families with whom it has concerns. Hopton is a member of Operation Encompass. One phone call has been dealt with during the lockdown. All safeguarding procedures are in place but it is very difficult to know what is happening at home.</p> <p>Gov: Are staff aware of appendix 9 of the Safeguarding Policy?</p> <p>Yes, this was sent out to all staff and they were specifically asked to read it. EP confirmed that the updated Safeguarding Policy including appendix 9 is on the school website.</p>
<p>7. Policies</p> <p>7.1 Adopt the following Core Trust Policies:</p> <p>The following DNEAT policies were adopted:</p> <ul style="list-style-type: none"> Intimate Care Policy (March 2020) Safeguarding (Appendix 9 re Coronavirus added March 2020) E-Safety and Acceptable Use (March 2020) Risk Management (March 2020) All Staff Probation (March 2020) Code of Conduct for all Adults (March 2020) Whole School Pay Policy (March 2020)
<p>8. Rise Management</p> <p>Review academy risk register</p> <p>The risk register was updated in March to add Covid-19 as a specific risk.</p> <p>Gov: Is there anything facing the school that needs to be added to the register or amended?</p> <p>No. HT reminded governors that Mr Petersen left after Easter and another teacher will be appointed. The budget meeting could not take place due to Covid-19, so it has reverted back. It was noted that the school needed support for Yr4 as a job share. HT has spoken with Rachel Judd. Jane Greenacre has been asked to take the lead in the class and to teach for 3 days per week. One member of admin staff is awaiting surgery. CG advised that where the risks are from a resources perspective depends on how long the risk is. These are trivial in the current situation.</p>
<p>9. Any Other Business</p> <p>EP thanked HT for remaining calm and carrying on in such difficult circumstances. Being a headteacher is extremely difficult at the moment. Guidance changes regularly and new guidance is often released late at night. Staff have been exceptional and all have been supportive. All have pulled together. They have allowed her HT to delegate where needed. She will pass on governors thanks to staff. EP will also write to staff to thank them. EP wrote to staff early on in the lockdown. Staff were appreciative.</p>

HT thanked governors for their support, and EP in particular as she has stayed in contact throughout. HT thanked governors for allowing her the time to ensure things in school were stable.

10. Closing Formalities

Date, time, venue of next meeting – TBC.

Closing prayer/reflection

Ep closed the meeting with the school prayer.

Meeting closed at 15.07