

## Minutes of Extraordinary Governing Board Meeting

### Penponds School

<b>Meeting Date:</b>	Monday 18 January 2021
<b>Meeting Time:</b>	17:30 – 18:25
<b>Attendees:</b>	Mrs J Lamb (Head) Mr T Harvey (Chair) Mr G Springer Rev Canon O Stevens Mr M Glasson Mrs A Holmes Mrs T Watts Mrs C Souch
<b>Apologies:</b>	None
<b>Absent:</b>	Mrs S Davis
<b>In Attendance</b>	Helen Snell (Clerk)

ITEM No.	MINUTES	ACTION
1.	<b>Apologies</b> There were no apologies.	
2.	<b>Pecuniary Interests</b> None declared.	
3.	<b>Risk Assessments</b> (This item was taken after item 4)  The Headteacher gave the following update: <ol style="list-style-type: none"> <li>1. The original risk assessment carried out in the first lockdown had been updated and would be circulated to Governors. It had been reviewed when it was thought that pupils would be back in school and then updated again for the current lockdown on 5 January 2021.</li> <li>2. The main change had been that children now have no access to the hall at all, with staff using it as a staff room in order to allow social distancing guidelines to be followed.</li> <li>3. Chartwells had continued to deliver meals with staff delivering them to children in classrooms. There were 16 children receiving meals.</li> </ol>	<b>JL/HS</b>

	4. Staff are following procedures to keep children safe, balancing this with the children's well-being without fear rising among the children.	
4.	<p><b>Remote Learning</b></p> <p>This item was taken before item 3.</p> <p>Mrs Souch gave the following update:</p> <ol style="list-style-type: none"> <li>1. Staff had experienced a tough start to the year, and had all been amazing, led by an excellent Headteacher.</li> <li>2. The platform. Class Dojo had been used to its full capabilities both in lessons and by children at home.</li> <li>3. Use was being made of MS Teams, especially in year 5/6 and had been used for lessons and for children to interact with each other. This had increased year 5/6 IT skills. This would be rolled out to other classes after the trial.</li> <li>4. SEN pupils had been doing well within smaller classes in school.</li> <li>5. It had been a struggle to determine which pupils were due to attend school on what days.</li> <li>6. Parents feedback to how pupils were being taught has been positive.</li> <li>7. Participation from pupils at home had been at a high level, with only one pupil whose work had not been viewed by teachers.</li> <li>8. There have been lots of resources made available including – I pads, phonics videos, power maths, Oak Academy, White Rose.</li> <li>9. The challenge has been to change quickly with a considerably increased workload with staff working at the weekends and becoming increasingly tired. This has also been coupled with IT issues around making videos, I pad storage issues which all take lots of time.</li> <li>10. Teachers are anxious about safety and how that will evolve, with unions advising them to sign a Section 44 at the start of term.</li> <li>11. The worry is that the workload is not sustainable with a constant need to upskill and teachers have families of their own, some of whom may become ill and with children not in school.</li> <li>12. There had been initial concerns at numbers of pupils in classrooms.</li> </ol>	

The Headteacher advised:

1. There are 49% of pupils coming into school, but not all at the same time. Some are part-time and some full-time.
2. The DfE had refused to put a limit on numbers, however Penponds have risk assessed that we will not go over 15 pupils per class and keep to the rules of social distancing, which protects both staff and children.
3. Parents have been asked to not take up a place for their children if it is not needed.
4. Primary School teachers with children do not have a choice but to send their children to school.
5. Penponds has four bubbles.
6. Concern was expressed by a Governor with regards to the long-term sustainability and what could be done to ease the situation.
7. It was felt that after half term things could get easier if things return to normal. Also, if more time could be allocated to IT and an atmosphere created where IT help is available, this would be of benefit.
8. ICT4 had been overwhelmed with calls for assistance and so had not always been available immediately to resolve issues.
9. Staff are delivering the curriculum and focusing on topics.
10. Staff are allocated 1 afternoon for PPA and one afternoon for video production, but staff are at times having to produce videos at home.
11. Staff were having a meeting about use of MS teams on 19 January 2021.
12. Year 3 and 4 had begun trialing MS Teams, and where sustainable teaching/ interactions via MS teams would increase.
13. The aim is to build up to daily contact via Teams with those and home and those in the classroom.
14. 4 Children with ECHPs are in school and are supported by their 1:1 TA. One child with an EHCP who is shielding is receiving 1:1 sessions/ resources/ support from his 1:1 via Dojo.
- 15.

A parent Governor praised the staff describing their efforts as exceptional, impressive, and stunning, and that during this lockdown children were having as close to an in-class learning experience as possible.

5.	<p><b>Staffing</b> (see also confidential minutes)</p> <p>The Headteacher advised of the following:</p> <ol style="list-style-type: none"> <li>1. A questionnaire had been sent to parents with regard to providing childcare. Six children had needed this provision, however this was unable to be delivered due to low numbers, as there were four bubbles, and these could not be mixed.</li> </ol>	
6.	<p><b>School Meals/FSM</b> (see also confidential minutes)</p> <p>The Headteacher advised of the following:</p> <ol style="list-style-type: none"> <li>1. Chartwells are delivering hot meals at the request of the HT, rather than packed lunches. Delivery takes place by 11:50 and are kept warm until delivered to children in classrooms by the HT.</li> <li>2. Children entitled to FSM who are at home are having boxes of goods delivered. These arrive on a Wednesday and contain food for 10 meals, and all were of good quality, after being checked and photographed by the HT. This arrangement, also through Chartwells had been working well.</li> </ol>	
7.	<p><b>Any Other Business</b></p> <ol style="list-style-type: none"> <li>1. The Chairman praised all the staff and the outstanding leadership skills of the HT.</li> <li>2. The HT commended the support from all areas of the MAT.</li> <li>3. The HT acknowledged how difficult a time it was for parents working at home and those struggling to meet payment of bills.</li> <li>4. A Governor who was a Director, Parent, part-time working and part-time home schooling questioned the long-term sustainability of the current arrangements.</li> <li>5. There was a need for school staff to be classed as frontline workers to enable vaccines to be administered as soon as possible.</li> <li>6. Parents had been communicating well with the school and five ipads had been loaned to pupils.</li> <li>7. Five extra laptops have been obtained and would soon be available.</li> <li>8. The Chairman offered his time to any member of staff who wanted to talk anything through with him. He had trained as a Counsellor.</li> <li>9. The Schools Advisory service had been providing welfare webinars and staff could access up to six counselling sessions each via phone.</li> </ol>	

Signed:.....

Date: .....