

**Minutes of a Full Governing Board meeting held at  
Mylor Bridge CP School on Wednesday 24<sup>th</sup> June 2020 at 5.00 pm**



<b>Names</b>	<b>Initial</b>	<b>Governor Category</b>	<b>Attendance</b>
Mr Daniel Hadley	DH	Parent Governor	Y
Mr Jon Pinkney	JP	Parent Governor	Y
Mrs Polly Radford	PR	Parent Governor	Y
Mr Paul Dale	PD	Local Authority	Y
Mrs Vicky Sanderson	VS	Staff (Headteacher)	Y
Matthew Collinge	MC	Staff (Elected by Staff)	Y
Miss Tamsin Gittins	TG	Co-opted	Y
VACANCY	JJ	Co-opted	VACANCY
Mary Heard	MH	Co-opted	Y
VACANCY		Co-opted	VACANCY
Mrs Jane Stephens	JS	Co-opted	Y
Mr Christopher Gould	CG	Associate Member	Apologies
Alex Stainer	AS	Clerk to Governors	Y

Context: This meeting took place during the period the government had closed schools due to the outbreak of Covid-19. Schools were responsible for providing care to a limited number of children – children who are vulnerable, and children of workers critical to the coronavirus (COVID-19) response. The government had asked schools to re-open to priority year groups from 1<sup>st</sup> June 2020.

<b>Item</b>	<b>Details</b>	<b>Action</b>
<b>1</b>	<b>Apologies and Quorum</b>	
1.1	Apologies were received and accepted from CG.	
1.2	The meeting was quorate in line with regulation 14 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.	
<b>2</b>	<b>Declaration of Business and Pecuniary Interest</b>	
2.1	None made.	
<b>3</b>	<b>Approval of the minutes of the Full Board meeting held on 26<sup>th</sup> May 2020. It was agreed</b> that the minutes from the Full Governing Board meeting held on 26/05/2020 were a true and accurate record.	
3.2	The minutes will be signed by the Chair once social distancing measures have been lifted.	
<b>4</b>	<b>Matters Arising from those minutes (essential items only)</b> There were no matters arising.	
<b>5</b>	<b>Chair's Update</b> PD reported that he had been in school to check what the options were using 1 metre distancing to maximise usable classroom and playground space.	
<b>6</b>	<b>Headteacher's Update</b>	
6.1	VS reported that the DfE had released a new briefing this afternoon. They stated that pupils do not have to stay 2 metres apart if they are in a bubble and claimed they had never said they had to. The Board expressed frustration at this claim and felt it was a falsehood. (DH joined meeting at 5.10pm)	
6.2	VL read the government briefing paper aloud and the board noted inconsistencies within it. The school will keep the 2-metre distancing and current bubbles in	

	place until the end of term. The actual guidance document for schools has not changed.	
6.3	<b>Governor commented</b> that it was difficult to enforce social distancing with the younger children, but the school should err on the side of caution. They will know if they have not been cautious enough but will never know if they have been too cautious.	
6.4	VS ran through the current plans. There are 16 year 6 pupils attending, this will increase to 17 next week, so the bubble will need to be split. The Local Authority had given permission for another school to have a bubble of 16, but then withdrew permission. The children know the bubble will be split and understand why but are not happy about it. The school is being mindful to ensure that the 17 <sup>th</sup> child to join is not blamed for the split.	
6.5	VS explained the reasons why teachers were allocated to the different bubbles.	
6.6	A bubble with a mixed year group have been invited in from Monday. 11 children have been invited and 9 have accepted. The children have been invited as the school feel they need to attend rather than be at home.	
6.7	<b>Governors discussed</b> the reasons behind inviting some children in and not others and the reaction some parents may have that their children have not been invited. The key worker bubble has spaces due to non-attenders and some have moved to their priority year group bubbles. Year 6 bubbles will have space due to being split into two. The bubbles cannot be opened up to all children as there is not enough capacity. Strategies have been offered to parents to support them at home. The government guidance states it is at the Head's discretion who to invite into school and capacity can only be increased where it is safe to do so. The reasons why this cohort of children have been invited into school are confidential and is down to the Headteacher's judgement. The overall aim is to have all children back in school but this involves small steps on a slow journey to keep everyone safe. The group of 9 that are attending the new bubble could be increased to 15, without creating space or staff issues. Governor reported that other primary schools have had to say they are full and can't take any more children, including keyworker children, as they have to do what is practicable to safeguard the children. <b>Governors supported</b> the Headteacher's decision.	
6.8	The current attendees are: 17 year 6 pupils in 2 bubbles. 9 selected pupils – can go to 15 13 key worker children 7 Reception 7 Year 1	
6.9	The numbers are still low across Reception and Year 1. The children that have returned are having a nice time and are happy.	
6.10	These groups and the current plan will be in place until the end of term. The mental pressure of all the changes has been difficult for staff. <b>Governor commented</b> that it would be better to remain stable at this time to support the staff, as summer opening is being mentioned by the media and government guidance about September opening is also awaited.	
6.11	September opening – 2 Inset days will be taken at the start of term. Classrooms, furniture and displays will be set up before the end of term.	

	<p>Planning will be based on full year groups returning. They will move to their new classrooms with their previous year teacher for the first 2 weeks, then their new teacher will join them. There will be a focus on PSHE support and whole school topics celebrating being back at school together.</p>	
6.12	<p><b>Governor asked</b> Will the children be returning full-time? It needs to be planned for. Some parents have indicated they don't want their children to return full-time initially. Some children's mental health may suffer with a full-time return, and some parents may expect full-time and not be happy if it isn't offered. There may be an option to offer flexi-schooling to some families.</p> <p>Staff have requested that the current Reception children moving to year 1 return part-time at the beginning of the year.</p> <p>All options will be considered and planned for, with final decisions being made nearer the time and within government guidelines.</p>	
6.13	<p><b>Governor asked</b> Would the Reception children moving to year 1 be entitled to part-time attendance anyway? No, they will have all turned 5 years old, so should be in full-time education, this would be out of the norm.</p>	
6.14	<p><b>Governor asked</b> If they return full-time at the start of the term and issues arise will there be the option of them going part-time? The preferred plan for the older children, year 2 upwards, is they return full-time and any alternative plan is considered on a case-by-case basis in extreme circumstances. Any alternative arrangements will be regularly reviewed with an end date built in.</p>	
6.15	<p><b>Governor asked</b> Can the Educational Psychologist (Ed Psych) be involved to make the suggestions for flexi-schooling based on their assessment of what would benefit the child? Every child is so different and this isn't high-level enough to get the Ed Psych involved. It would involve a conversation with the parent about the child's needs.</p> <p>The plan made for each year group will only be changed for individuals in exceptional circumstances. There will be enough difficulties to consider such as safeguarding and mental health without adding to them.</p> <p>Relationships between staff and parents need to be nurtured.</p>	
6.16	<p><b>Governors discussed</b> the likely chasm in children's learning if they miss chunks by attending part-time when the rest of their class is full-time, compared with returning part-time for the first 2 weeks whilst the school is focussing on PSHE and transitioning out of the home gradually.</p>	
6.17	<p><b>Governors agreed</b> that the return to school should be full-time, with alternative attendance considered on a case-by-case basis. Any alternative attendance would need to be justified, responsive, timely and recorded.</p>	
6.18	<p>The returning classes will attend from 7<sup>th</sup> September, with the new Reception class starting on 21<sup>st</sup> September 2021. Reception attendance can be flexible as they will not be at the compulsory school age yet.</p> <p>The Reception class will phase in over the 4 weeks until half-term, increasing in numbers and duration.</p>	
6.19	<p>Those families with siblings already attending school will probably expect their children to start fully, whereas those that don't have siblings in the school have probably not even been in the school and will likely be more reluctant. If parents want their children to attend full-time then that can be facilitated but they won't be rushed. A Zoom meeting will be held with parents of the new Reception year. They will receive a virtual tour, video stories and online learning journeys.</p>	
6.20	<p><b>Governor asked</b> Can new families be invited in for a socially distanced visit? The school currently has a no visitors policy so new families cannot visit the school. Visits could only take place in the summer holiday with PFI approval.</p>	
<b>7</b>	<b>Safeguarding Update</b>	

7.1	VS reported that there had been three children with social worker involvement, now there are none. The school is still phoning the three families regularly even though they technically don't have to under government guidelines. One child is under a special guardianship order. No families are under the family support worker, but a referral will be made for one family tomorrow. There have been no incidents to report.										
<b>8</b>	<b>Budget – any additional or unexpected costs incurred</b>										
8.1	Approximately £200 has been spent on Covid related expenses. These were for peddle bins and hand sanitiser. If the situation continues then stocks are in place. Any other spending will depend on the government guidance for future adaptations.										
8.2	<b>Governor asked</b> Will splitting the year 6 bubble incur the cost of extra staff? The group will be with a TA so no extra staff or cost will be incurred.										
8.3	TAs will be working more hours than they are contracted to work to support key worker children and families that need extra support. They will not be claiming overtime as they feel they have had a period where they weren't working their full hours so this will even it out. Governors and Head expressed their thanks and pleasure in this decision.										
<b>9</b>	<b>Confidential</b> None										
<b>10</b>	<b>Any other business</b>										
10.1	<b>Governor asked</b> Is there any space in the village that could be used to provide space for the school? There are laws against this and issues around safeguarding and risk assessments. Community spaces in the village have been offered to the school though. If the government guidance and legislation change then this may be an option to pursue.										
10.2	<b>Governors expressed</b> their thanks for the amazing job the staff were doing during this time.										
<b>11</b>	<b>Reflection and Impact of the meeting</b> Governors challenged and supported the initial plans for the next academic year, recognising the difficult position the school was in with conflicting guidance.										
<b>12</b>	<b>Date of Next Meeting and Committee Meeting Dates</b> Meetings will take place virtually until further notice. <table border="1" data-bbox="282 1467 1272 1630"> <thead> <tr> <th>Meeting Type</th><th>Date</th><th>Time</th></tr> </thead> <tbody> <tr> <td>FGB</td><td>Tuesday 14<sup>th</sup> July 2020</td><td>5.00pm</td></tr> <tr> <td>FGB</td><td>Monday 21<sup>st</sup> September 2020</td><td>5.00pm</td></tr> </tbody> </table> VS to keep Board informed of any changes as they arise. Meeting dates for the next academic year will be circulated with these minutes.	Meeting Type	Date	Time	FGB	Tuesday 14 <sup>th</sup> July 2020	5.00pm	FGB	Monday 21 <sup>st</sup> September 2020	5.00pm	
Meeting Type	Date	Time									
FGB	Tuesday 14 <sup>th</sup> July 2020	5.00pm									
FGB	Monday 21 <sup>st</sup> September 2020	5.00pm									

The meeting ended at 6.10pm

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Chairperson of Governing Body

Dated \_\_\_\_\_