

## Hartington CE Primary School – Board of Governors

### Minutes of actions during the closure of school due to Coronavirus - July 2020

Governors Present: None

Associate Members Present: None

Apologies-: None

**This is a set of minutes to highlight actions the school took during the Coronavirus pandemic.**

Minutes written by JF temporary Clerk to Governors.

Minute No	Details	Action
<b>Procedural Matters</b>		
	<p>Due to the outbreak of Coronavirus and the country going into Lock down on the 23rd March, this is a report of actions and procedures during May, June and early July.</p> <p>Due to certain documents requiring approval the following action was taken.</p> <ul style="list-style-type: none"> <li>• 29-3-20 – Budget for 2020-21 emailed to FGB following approval from finance committee.</li> <li>• 31-3-20 – Head teachers report emailed following additions due to Covid-19</li> <li>• 2-4-20 – Coronavirus Risk assessment emailed to Governors</li> <li>• 21-4-20 – Virtual Minutes (dated 19-3-20) sent to FGB</li> <li>• 23-4-20 – 4 policies for approval</li> <li>• 15-5-20 – DFE Guidance for the impending reopen of schools</li> <li>• 15-5-20 – Questionnaires completed re SIAMS Toolkit for Governors</li> <li>• 20-5-20 – Quote re panic alarm</li> <li>• 22-5-20 – Policies and risk assessments re opening on 1<sup>st</sup> June to EYFS,Y1 &amp; Y6</li> <li>• 2-6-2020 – 8 policies for approval</li> <li>• 12-6-20 – Safeguarding Addendum, Summer budget report</li> <li>• 18-6-20 – School open to further pupils + School uniform policy + hair colour</li> <li>• 25-6-20 – DBE – SLA – Information sent out to CO-chairs of Governors Re Diocese taking over role of Link Advisor</li> <li>• 29-6-20 to 4-7-20 – numerous emails regarding Supply TA (Furlough and pay)</li> </ul>	
<b>1- Covid -7-2020</b>	<p>13-3-2020 – Letter from JD regarding the content of parent questionnaires and possible further questions that could be asked + comments about the budget. An email acknowledging his queries and answers were returned (copy on file).</p> <p>20-3-2020 – School closed to all pupils except those of key workers, vulnerable or in care on Friday 20<sup>th</sup> March 2020 at 3:30. TB &amp; JF continued to attend school to maintain the Home Learning Web page on the Schools Web Site, contact with parents and complete policies and risk assessments + general school documents etc. Mrs Stubbs continued to provide school meals for pupils who are entitled to free School Meals plus two siblings (one from Flagg and one from QEGS). Food Hampers were provided to cover the Easter break. MT covered pupils who attended school Mon/Tues. KJW covered any pupils that attended Wed/Thur and Fridays.</p> <p>24-3-20 – Email received from JM stressing how concerned he was for the safety and welfare of TB and the staff and supporting the head teacher with whatever decisions had to be made during the Covid 19 pandemic (copy on file).</p> <p>During the closure some key worker and vulnerable pupils attended school when parents / carers requested.</p> <p>1-4-2020 – A letter was emailed to parents regarding the findings of the parent questionnaires from the co-chairs and wishing them well during the lock down (copy</p>	

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	<p>on file).</p> <p>20-5-2020 – A quote for the installation of a panic alarm was forwarded to governors for their approval. This was to provide six double push panic buttons, 2 Piccolo internal sounders and one external bell sounder at a cost of £642.55 + VAT. This is an alarm that can be activated if an intruder entered the site or a Lock Down was to be instigated. Pupils will be required to practice this procedure termly like they do the fire alarm. The FGB approved this action and the alarm was fitted during the May bank holiday and signed off.</p> <p>21-5-2020 – Prior to the planned opening of school to EYFS, Y1 &amp; Y6 TB sent out a letter to parents explaining the plans that were to be put in place (copy sent to governors, copy on file).</p> <p>On Monday 1<sup>st</sup> June the school re-opened to EYFS, Y1 and Y6 pupils following procedures put in place for social distancing and maintaining bubbles.</p> <p>9-6-2020 – A letter from Dean Wallace with an accompanied document which provided public health information and advice for schools was forwarded to the co-chairs for their information (copies on file).</p> <p>22-6-2020 – School opened to all pupils wishing to attend. One family (3 pupils) remained in isolation due to family health issues. School has maintained contact and work has been collected. Another pupil has remained at home due to the advice proposed from the Ed psych. It was felt it would be detrimental to the child’s mental and emotional well-being for them to return for a short period before the summer break then have a substantial break again from school before re-commencing again in September.</p> <p>6-7-20 – A request from parents has been received for a present EYFS child to re-commence school in September as an EYFS starter rather than a year 1 child retaking the EYFS year. The parent’s letter accompanied by an email from the HT was forwarded to governors for their approval.</p> <p>This has been approved and the parents informed of the schools decision.</p>	
<p><b>2- Covid -7-2020</b></p>	<p><b>SFVS</b></p> <p>The completed document was emailed to Jane Wallhead at DCC on the 30-3-2020 and an email acknowledgement received.</p>	
<p><b>3- Covid -7-2020</b></p>	<p><b>Budget</b></p> <p>Following approval of the budget, Annex I &amp; 5 were completed and returned to the finance Officer - Abbie Taylor on the 24-4-2020. An acceptance letter was received dated 20-5-2020. The letter stated that the end of year balance for the 2019/20 was £66,470 which was £6,804 higher than the estimated figure on the Annex 1. This has resulted in a revised 2020/21 Annex 1 balance of £40,018.</p> <p>Following a report call with Abbie Taylor on the 8<sup>th</sup> June with TB and JF the 2020 Summer term governor report was received on 10<sup>th</sup> June and forwarded to the finance committee for approval. The report states that there will be a surplus until the year 2022/23 when we will have a deficit going forward. LB raised a couple of questions verbally, and clarification provided. The report was then approved. Copy on file.</p>	

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<p><b>4- Covid -7-2020</b></p>	<p><b>Minutes of the meeting 23<sup>rd</sup> January 2020 and Virtual minutes 19<sup>th</sup> March 2020</b>            These minutes have been circulated and will require approval at the next meeting.</p> <p>Unfortunately, due to the Coronavirus and the compulsory Government lockdown many training events have been cancelled. New opportunities for training are starting to filter through but many are via virtual webinars. Identified training has been identified and attended using this method. For example RE, PE, EYFS baseline. The HT has maintained links with the LA regarding updates to schools via virtual meetings, email and telephone conversations throughout this period to ensure the school was meeting government guidelines and changes. Risk assessments were updated through addendums.</p>	
<p><b>5- Covid -7-2020</b></p>	<p><b>SIP</b>            The spring term action plan has been updated and the summer one written. Both documents have been sent out to governors.            Due to Covid 19 and spring term being cut short many targets have been transferred to the summer term SIP.  <i>Green text represents 'completed' and red text means 'still to do'</i>            Included on the summer term SIP are the actions taken for home school learning, this is constantly being reviewed.            HT has reviewed and updated the SIP for the new academic year and targets / actions have been transferred or amended.</p>	
<p><b>6- Covid -7-2020</b></p>	<p><b>Ofsted/ SIAMS</b>            Due to the outbreak of Coronavirus Ofsted and SIAMS inspections have been postponed as it is deemed unsafe for outsiders to visit schools. Schools have been informed that revised Ofsted Inspections will commence in the new academic year. Staff are to undertake Ofsted readiness training regarding the format of this type of inspection at the beginning of the new academic year. School have received confirmation from the Diocese that no SIAMS inspections will take place before January 2021. It is unsure as to what format they will follow once they do recommence. All church schools expecting an inspection between March 2020 and January 2021 will receive communication from the Diocese in the autumn term regarding inspection and a possible new format. TB continues to write the SIAMS Toolkit with input from staff. This will also be circulated to governors and reviewed and amended based on input from the governors, parents and children.</p>	
<p><b>7- Covid -7-2020</b></p>	<p><b>Policies</b>            2-4-2020 The Coronavirus Risk Assessment was forwarded to governors for approval. JM – requested a further statement be added under the heading 'Ill health' <b>'If a child or family individual of a staff member falls ill with suspected symptoms of coronavirus, ie having a cough, fever or difficulty breathing, then they are to inform the head teacher and follow the protocols and guidance stated by government directives.'</b> - The assessment was forwarded to all governors. LB raised the question as to whether an 'Exit document' would be required down the line. She was informed that addendums are being constantly added as the guidelines alter so the school would defer to these changes and updates.</p> <p>23-4-2020 - The following DCC documents were forwarded to Governors - Charges, Remissions &amp; lettings Policy, Debit Card Policy, Financial Regulations, Procedures and Roles &amp; responsibilities, Maternity, Paternity, Parental and Adoption Leave Schemes. <i>Questions raised in black italics, answers in red,</i></p> <p><i>Re. charges policy - approved but just want to query if Tracy wants to be responsible for school bookings. Is this something to consider? Ultimately the head teacher is responsible</i></p>	

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for lettings, due to the size of the school, this responsibility is then delegated to the SBO.

*Re. debit card - approved, but query; do we need to know who is approved to use card?* The Head teacher and SBO both hold a debit card that is stored in the school cash tin. This card is linked to the Imprest account which is held by Lloyds Bank. This account never holds more than about £100 and is topped up, when required, from the budget via the LA or a school request form.

*Hiring - I assume as HYPAC does a donation this does not apply to us- I am very happy with this arrangement if OK with School. HYPAC is classed as an extension of school and the donation is to help cover costs.*

*Debit Card- Do we have one?- is this only school or PTA? See above for the reply about Debit cards. The PTA is separate to school and produces its own set of accounts for auditing etc.*

*Covid 19- Risk assessment - Will it be required to have an exit document way down the line- perhaps not even this academic year? If so hope that you will have a template to work with to save your work load? DCC are constantly updating and producing template policies, risk assessments and guidance for procedures during and post Covid 19.*

All the above policies have been approved and placed on the web site.

22-5-20 The Coronavirus Risk assessments for Caretaking & Cleaning, First Aid, Catering, and Guidance for First Aiders who may be required to provide CPR and Safeguarding Children Addendum were all forwarded to governors for approval. FGB approved all risk assessments and addendum via email and they have been uploaded to the Covid-19 tab on the web site.

2-6-2020 - 8 policies for approval were forwarded to Governors – Breakfast Club, Critical Incident, Critical Incident plan guidance & templates, Cyber Bullying, DCC Children missing from Education, DCC Separated parents, Off Site Visits and Teaching and learning policy.

Questions raised in black italics, answers in red and revised statements highlighted.

*KW - The only query is a plan regarding Judith's EVC qualification which expired in March I believe. Judith was due to undertake updated EVC training but then lock down and covid -19 meant all training was cancelled. This will be undertaken once training is available again.*

*LB - Who are the people holding the plan for Critical Incident Management. I presume that Judith is responsible for the updating. The Head teacher and school Business Officer are responsible for the CIM which is held in the red Fires Safety book in the red box in the hall.*

*LB - Critical Incident- 3.1- plan- has this been produced?- where is it? Critical incident plan for off site visits are produced by Evolve and down loaded with all relevant information for the designated staff member remaining on site.*

*LB - Page 5 4- CIMT 5 total - is this number set - 2 Governors- 3 staff- TB, KW, MT? Critical Incident Management team will be 5 staff members TB, JF, KW, LJ, MT + Chair and Vice chair of governors.*

*LB - P5- 4.3 and 4.4- does school need to alert V hall that it is this? As far as TB was aware during the time she has worked in the school, her understanding was that historically the village hall was to be used if there was a fire. But yes, with hind site a letter should be sent to the village hall regarding the school using it should a critical incident occur. (could you*

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draft one to yourself)?

LB - 13.1- review of plan annually- does this involve the 2 governors?- if so when? Policy to be reviewed May 2022 unless a critical incident took place. The support of the 2 Governors would be very much appreciated.

LB - P14- do you need the telephone number of hall - 687376 Thank you number added to policy

LB - Offsite - P11 CIMT is this the same as the CIMT in other policy. Yes - Have added the staff initial for clarification (Critical Incident Management Team)

JM - An overall note. it would be useful to know which sections have been amended since the last edition and any special measures to cover the current covid risk situation. DCC policies usually state which items have been updated. Regarding School policies we could possibly introduce a system where all updated information/amendments were in red for ease of reading. Then altered to black once approved and before uploading the the web site.

JM - Critical Incident: approved with comments: Please can Governors approve these amended statements.

JM - 8.8 Governors should not in my view speak to the press, unless a single Governor is appointed at the time of the incident to be the single press liaison point. 8.8 Members of the school's governing board + LA will be informed about the critical incident as soon as possible. In unison with each other both parties will be briefed about speaking to the press and a spokesperson identified. A statement for the press will be agreed by both parties. (revised statement added)

JM - 11.5 The School needs to be very careful about naming anyone...I suggest the press will find out who is involved and will contact families directly...so I think the School should not under any circumstances name names to the press. 11.5 Pupils and staff will not be named during communication with the press unless parental consent has been sought.

JM - 11.13 Pupil press interviews should under no circumstances been arranged by the School. The press will do this with parents. 11.13 No press interviews with pupils will be sanctioned by the school. (Initial statement changed to this)

Key: added text Deleted text

JM - DCC model- separated parents policy; approved (it is dated May 19?) This document is a DCC policy dated May 2019 and will be updated by DCC (June 2020) Unfortunately it was not approved by Governors on its completion.

JM - Off sites visit policy ; Approved but I don't expect there will be any off site visits for the foreseeable future and should some mention of the current covid situation be made or maybe that gets covered by the usual risk assessment. Not wanting to amend this policy at present as I am sure there will be updated documentation which will make reference to the Covid-19 guidelines.

The above policy amendments have been approved and all 8 policies placed on web site.

12-6-2020 – A further Addendum to the Child Protection Policy due to Covid 19 was forwarded to governors for their approval. Safeguarding addendum June 1st 2020 - Word mistake Pg 4 Children returning to school have induction sessions regarding new

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*protocols and procedures in a format eligible legible to them e.g. moving around the school, social distancing, lesson protocols, cleaning and sharing of equipment etc. (This helps to promote greater confidence in the school).* Addendum approved by FGB via email.

12-6-2020 - PE Covid 19 Risk assessment and Behaviour Policy were forwarded to governors for approval.

Questions raised in black italics, answers in red and revised statements highlighted.

**JM** - Regarding the 2m social distancing; it looks like this might be reduced to 1m...to avoid having to re issue any policies relating to the social distancing recommended distance maybe the wording could read something like "2m or whatever the current recommended distance is". Just an idea??

**TP** - If the 2m social distancing rule becomes 1m in the coming weeks then all these policies will require ANOTHER amendment. Thanks yes we have added the following statement to avoid further amendments to the policy.

Current guide lines at present state that where ever possible children and staff maintain a 2 metre distance. However it is highly probable that over the next few weeks this distance will decrease to 1.5/1 metre distance. Therefore where ever the 2metre distance is referred to with this addendum that distance will be the current government recommendation.

**JD** - A lot of the Behaviour Policy is repetitive but if you are happy I'm OK. The PE Risk Assessment page 3 Arrivals, Departures etc. first line should be parent/carer. Testing me again? Noted change made (/) added between parent carer

**LB** - A written agreement between home and school is read and signed by the school, parents and children at the beginning of the academic year and Each class produces a written charter or set of rules including a code of behaviour to display and refer to within the classroom setting. Is there a sample of the agreement?- 2 separate sentences needed. Amendments noted and attached a copy of the agreement.

At lunchtime, if there are any incidents Midday Supervisors? - what does it need to say if there are no mid- day supervisor should deal with the incident with the child and administer the appropriate sanctions. The member of staff on duty should feed this back to the class teacher. Although it says mid-day supervisor it is the teaching staff who are covering these duties at present.

The house point/ star of the week system will not be in use during Covid-19. Children, this seems to be in conflict with statement in main policy instead will be given stickers as rewards. This amendment is only applicable during the Covid-19 pandemic and will be re-instated once schools return to a more normal time table. A sticker reward system is more relevant at present due to the fluctuating pupil numbers attending school.

+ a couple of typos These have been corrected

18-6-2020 – Following the announcement that school could open up to other year groups, an invitation was sent out to parents carers. Due to one child having had their hair dyed purple during the lock down an email requesting the governors approve dispensation regarding this matter was sent out. The school policy states that children do not attend school with coloured hair unless permission has been granted by the head as part of a fundraiser.

The following statements were forwarded by JM & SB – the rest of the governors agreed that the child should be allowed to return to school.

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	<p><b>JM</b> re dispensation - Just a further thought on this...do you really need Governor approval for this sort of thing. I think the Head Teacher should be able to use discretion for this. My reason is that the delay in making the decision whilst Governor approval is sought is time wasting for staff and distressing for the child and parents. Whilst I acknowledge it is breaking policy I think a more pragmatic, common sense, on the day, approach would be better. I think a retrospective note to Governors would have been ok. Sorry if this is not the "correct" approach.</p> <p><b>SB</b> - not sure on this one it could lead to other Parents letting their children doing the same. <b>Thank you for this, points noted but we felt that due to the size of the school, governor approval was necessary plus it is stated in the policy that no child attends school with dyed hair.</b> The child in question started back at school as requested and at the same time as the other children.</p>	
<p><b>8- Covid -7-2020</b></p>	<p><b>SIAMS</b> The SIAMS tool kit is in the process of being completed. This is a huge document and requires input from all stakeholders. 5 sets of questions were forwarded to governors for their completion based on teaching, curriculum, British Values, Spiritual, Moral, Social &amp; Cultural (SMSC) and Attainment, progress, literacy &amp; leadership. LB collated the results and these will be discussed at a Governor meeting. A set of questions have also been collated for completion by parents and pupils to further evidence the SIAMS tool kit. Pupils completed their questionnaires on the last week in school. The parental questionnaires were sent out along with an information letter regarding important dates etc in school, attached to an email on the 7<sup>th</sup> July 2020. A request for parents to complete Parent View was also incorporated within the email. 25-6-20 an email was sent to the co-chairs asking them for their thoughts on the Derby Diocesan Board of Education School Improvement Service Level Agreement. The church is wanting to take over the role of school link advisor from DCC. My understanding from Paul Hunter, earlier in the year, is that we would be having a different link advisor during the next academic term, this however was pre-Covid. TB recommended that at present she felt that it was in the school's interest to stay with the LA package regarding support from a Link Advisor to promote continuity between the LA and all schools.</p>	
<p><b>9- Covid -7-2020</b></p>	<p><b>Web Site</b> The Home learning tab has continued to be updated with new initiatives, activities, tasks and projects etc. during the school closure. Parents are informed via text or email whenever new learning has been added. The private forum which was created for the children to upload photographs, work or just chat to their friends eventually took off. This was password protected and each pupil had a unique login and password. The forum also has a password so only school/pupils and their parents can access it. Parents have been able to access staff via the telephone or email throughout the lock down. Following the return to school of 16/20 pupils on the 16<sup>th</sup> June the Home learning site has remained on the web site but has not been updated. The pupils who have remained self-isolating have collected packs related to the learning being undertaken within school.</p>	
<p><b>10- Covid -7-2020</b></p>	<p><b>Term of Office</b> LB's term of office has been extended for a further four years but will require voting on once we resume meetings. Barbara Davis formally tendered her resignation via letter just after the FGB meeting on the 23<sup>rd</sup> January (letter on file). This failed to be included within communications between the school and the governing body. This was due to the volume of information linked to the Covid 19 and formal meetings not taking place. Carol Clayton has also relinquished her role as Community Governor on the 2-5-2020. Letters of thanks were forwarded to both governors via email, on the 1<sup>st</sup> June, due to the pandemic (copies on file).</p>	

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	<p>On the 9-7-2020 we received an email from John Marriott resigning from the board of governors as he has decided to go travelling. A letter of thanks has been sent from the co-chairs thanking him for his support and concern during the Covid 19 pandemic. This has left the governors with two vacancies.</p>	
<p><b>11- Covid -7-2020</b></p>	<p><b>Staff - HR and Payroll</b></p> <p>Payment of all permanent staff remains the same during this enforced isolation due to the Covid-19 Outbreak.</p> <p>LJ the class 2 Supply teacher undertaking two days per week regular supply until the end of the summer term has continued to be payed following HR advice. This was emailed to the co-chairs for their approval, which was unanimous. These hours had already been costed for in the 2019/20 budget. This has enabled TB to distribute tasks to be completed at home during the lock down. (Copy attached).</p> <p>A TA who was employed on a supply basis to support a specific child and whose payment was also dependent on funding through GRIPS was not eligible to be furloughed according to HR, due to being employed through Derbyshire County Council. TB has been in contact with HR and the member of staff on numerous occasions regarding if she is eligible for any other form of payment and continued to pursue funding avenues with HR. On the 30-6-2020 school received an email from the TA with a subject title of 'FW: Raising a grievance – Tara Donnelly – 71077646 – relief teaching and learning assistance'. This was the copy of an email she had sent to numerous contacts (on 29-6-20) plus a reply from Katie Hardwick, Senior Advisor, School Adjustments &amp; leaver's team, stating that she was eligible for the Relief Interim Scheme. Following this email TB contacted HR and spoke to Ian Mackenzie, who had been giving advice throughout this period, to ask him about this scheme. It transpired that this scheme was uploaded to Schools Net on the 14-5-2020 (but HR had failed to bring it to the school's attention and the email was missed by TB) for schools to decide whether to adopt this scheme. Retrospectively the content of the email was provided by Katie Hardwick for reading. Prior to receiving the email from TD, the GRIPS funding allocation was confirmed (9-6-20) but subsequently contested by TB (SENCO) and additional funding confirmed late June. Following consultation with the SEND officer it was confirmed that this funding could be used to pay TD in line with the pragmatic approach the LA was taking when allocating High Needs funding to schools. In light of this the SBO was calculating the hours and drafting an email to governors informing them of the action before contacting TD with the outcome. Following the email dated 30-6-20 and consultation with IM at HR, it was agreed that TD met the eligibility criteria and therefore was eligible for top up funding. TB contacted Pay@ Derbyshire and spoke to Mathew Edinboro (Senior HR consultant) to ascertain the amount TD would be eligible for. The amount is determined on the employer's earnings from Apr 2019 to 31<sup>st</sup> March 2020. With regard to TD her average top up amount would have been £889.14. Therefore, TD would receive a top up of £38.39 for April and £889.14 for May. ME stated that the school could buy into the Relief Interim Payment Policy Scheme, but at this time, it was unsure as to whether this scheme would roll out across July and possibly August. Therefore could potentially cost a further £889.14 for July and £889.14 for August totalling £3594.95. Having calculated what TD would have been paid if the school hadn't gone into lock down and on her reduced hours per week £3160.89 including on-costs (15hrs, term time only, to the end of the summer term). TB felt that the one off payment of £3160.89 would be the viable option, therefore an email was sent to the co-chairs of governors for their approval. This funding would come from the GRIPS allocation and not from the budget. Following governor approval it was agreed not to sign up for the Relief Interim Payment Scheme and to make the one of payment to TD. Mathew Edinboro was contacted with the school's decision and a breakdown of all the costs. The calculations for the TA costs per hour had been based on scale 3.</p>	

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	<p>Once clarification had been received from payroll it was confirmed that TD was paid £10.47 per hour which equates to £14.08 with on-costs. TD would have worked 210 hours during the period so the total cost to the school would be £2956.80 including NI &amp; pension. This is slightly less than the above calculations which was a further saving to the school. ME was contacted to arrange for the one off payment of £2198.70 for the 14 week period between 23rd march and 17th July 2020 to be made to TD. An email was forwarded to TD on the 8-7-20 informing her of the outcome and that she would receive the payment in her July pay packet.</p> <p>Following on from the 'Raising a Grievance' email a retraction of this was received from TD with an apology as she hadn't realised what it entailed and that she was just trying to highlight the problem of not receiving any financial help from anywhere. A final email was received from ME on the 10-7-20 with the exact amounts TD would receive Gross £2198.70, deductions £648.32, Net £1550.38. Abbie Taylor at finance was emailed on the 9-7-20 to inform of the outcome and cost involved. All emails on file.</p>	
<p><b>12- Covid -7-2020</b></p>	<p><b>EYFS / SEND</b></p> <p>A request has been received from parents of a reception child who is due to start year 1 in September, for them to re-commence school in September as an EYFS child and drop back a year. This is due to missing a significant period of the EYFS curriculum due to Covid 19, their late August birthday and medical condition. Following a multi-agency meeting, discussion with the class teacher/SENCO and parents it was agreed that this would be beneficial to the whole development of the child. Therefore approval has been sought from the governors and a letter of confirmation sent to parents. This outcome will require reviewing by the LA and all agencies involved in the child's care when the child is in year five to determine how they are progressing. If it is felt that the child has not made the recommended progress then an application will have to be made to the LA in order for the child to remain a year behind before transferring to secondary school as a year 7 pupil (copies on file). This means that there will be four pupils in the EYFS September 2020.</p> <p>All SEND meetings between all parties have been undertaken and completed on Zoom, Skype or Microsoft Teams to ensure all children on the SEND register or who are classed as vulnerable continue to receive the appropriate provision to support their wellbeing and accessibility to a differentiated curriculum. This included transition programmes between schools.</p>	
<p><b>13- Covid -7-2020</b></p>	<p>Due to the Coronavirus outbreak all visitors, facilitators, professionals are banned from visiting the school during school hours, until the government deems it safe to return to normal life.</p>	
<p><b>14- Covid -7-2020</b></p>	<p>A letter of congratulations, from the governors, has been forwarded to one of our pupils for their determination, commitment and compassion on completing a '50 miles in 50 days' fundraiser for the Christies NHS Foundation Trust New Cancer Centre in Macclesfield. Their final mile was completed on the 11-7-20 to rapturous applause from the village community (letter on file). The child actively demonstrated living the Christian Values and following the teachings of Jesus.</p>	
<p><b>15- Covid -7-2020</b></p>	<p><b>Premises</b></p> <p><b>Following the school closure on the 20-3-20 due to lock down the subsequent tasks have been undertaken:</b></p> <p>23-5-20 - Boiler Service. 31-3-20 - 5 year Fire Safety Check (report in Red Box), lawns mowed. 30-4-20 – lawns mowed. 5-5-20 – investigate Drains due to flooding in disabled toilet. 12-5-20 – Lawns mowed. 13-5-20 – Russel Willoughby ASI Security alarms. 27-5-20 – PPE collection from Dove Holes. 28/29-5-20 – Lock Down alarm system fitted. 1-6-20 Lawns mowed, school re-open to YR,1 &amp; Y6. 5-6-20 Caretaker</p>	

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	<p>Janet Smart resigned/left. 8-6-20 – Mark Dale, Brittanie Wood work re reflection bench. 11-6-20 – DCC measure for raised garden plot. 12-6-20 – LB &amp; LJ PE equipment audit. 23-6-20 – Windows cleaned (outside). 7-7-20/11-7-20 – DCC - replace cracked and sunken paving slabs around front of school. 20-7-20 – Hedge cutting, DCC start flower bed and concrete base for bench (in all week), Ben Wragg re asbestos check prior to lead water pipe removal in kitchen, staff toilet and kitchen store area. 22-7-20 – Windows cleaned inside. 23-7-20 – Lawns mowed and spraying of weeds. 24-7-20 – Flower bed and concrete base completed, awaiting delivery of bench. W/C 27-7-20 school carpets cleaned.</p>	
<p><b>16- Covid -7-2020</b></p>	<p><b>Office &amp; IT support</b>  The Photo copier contract with Konica has been renewed for three years. Due to Covid 19 this has been a long process. A machine was delivered and an engineer dispatched to set up just after Easter. It transpired that the machine hadn't a wireless connection so the part was ordered. This took a long time to arrive due to Covid 19, eventually it arrived and an engineer to fit it. Due to complications this didn't work and it was agreed that a new machine would be dispatched with the WiFi factory fitted. A new machine arrived on the 6th July and was set up on the 20-7-20.  Joe McNulty from IT Just Done has made numerous visits to support the setting up of the Photo copier. He has also upgraded all the computers to Windows 10. A new monitor has been supplied for the office and a computer in class 2. He is due to attend and set up the four computers in the hall. The learning platform (which is being funded by the DfE) is in the process of being set up by OCM communications in partnership with IT Just Done. All the necessary check via DCC &amp; GDPR have been undertaken and approval given by the Data Protection officer at DCC.</p>	
<p><b>17- Covid – 7-2020</b></p>	<p><b>Training – Webinars and Virtual training:</b>  15-5-20 - All staff completed the webinar on Covid-19: DfE guidance on 'Actions for education and childcare settings to prepare for the wider opening from 1st June 2020'.  20-5-20 – TB – Schools Re-opening webinar with Iain Peel - Service Director Schools and Learning Children Services.  22-5-20 – TB &amp; MT completed an 'Implementing the DfE Reception Baseline Assessment (RBA) webinar'.  11-6-20 – TB &amp; LJ attended a P.E Webinar.  24-6-20 – TB &amp; LJ completed a 'PE Risk assessment webinar'.  25-6-20 – TB &amp; LJ completed a 'The Recovery Curriculum for Primary School – Re Connection, Recovery &amp; Resilience'.  26-6-20 – Head teacher briefing – Iain Peel. TB contacted Gayle Shiels - Senior Link Advisor (questions regarding content)  7-7-20 – TB, KJW, MT &amp; LJ completed On-Lone training regarding the New Agreed RE Syllabus.  7-7-20 – TB - Dyscalculia training webinar  13-7-20 – TB, KJW, LJ, MT &amp; JF – Cornerstones Maestro – New scheme of work training.  1-9-20 – TB – 'How schools can prepare for an Ofsted phased return to inspections September 2020' Webinar.</p>	
<p><b>18 – Covid – July 2020</b></p>	<p><b>Staffing</b>  Following on from LJ's period of permanent 0.4 supply and the imminent resignation of KJW it was agreed to advertise the post through DCC. Due to Covid 19 this process got pushed into the summer holidays and the position was advertised for 7 days on the 27th July. Subsequently 10 applications were received and following a rigorous process the candidates were whittled down to three, who were invited to interview. Interviews took place on the 7th and 11th August (One via zoom as the applicant was</p>	

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	<p>away on holiday). The interview panel consisted of TB, JF, LB who have all undertaken safer recruitment training in line with safeguarding protocols and KJW class 2 teacher. Each applicant was asked to teach a 15 minute RE lesson (content of their choice) to an imaginary class of children. Next they were asked a series of questions. After the interviews references were requested from their chosen referees. Once these had been received and following consultation it was agreed that LJ was the best candidate as she was a lead practitioner in two of the required fields. This resulted in LJ being offered a 0.4 contract, commencing 1st September 2020.</p> <p>All interview notes and applications will remain on file for Audit purposes (personal information received will be shredded in line with GDPR).</p> <p>We have now (29-8-2020) received KJW's formal written resignation as she is relocating to Cumbria. She has requested to be relieved early from her contract at the end of autumn term 1. She has stated she will stay until Christmas honouring her term of employment if the school can't find a replacement teacher. Therefore TB in discussion with LB it has been proposed to offer LJ the 0.6 contract commencing autumn term 2 and employ another member of staff on a 0.4 supply basis. This has resulted in one of the other applicants (who was a very strong contender for the post) being contacted to determine if they would be interested in the supply post. At present we are awaiting their response as they are away on holiday. If this applicant commits to the post then this will relieve KJW from her contract, which will then be terminated and HR informed.</p> <p>Following the start of the new academic year Mrs Donnelly and Miss Robinson have returned to work at the school to support a child with an EHCP (Education Health Care Plan – the new Statement) and a child with GRIPS (Graduated Response for Individual Pupil) funding. At present they are covering mornings but this will be flexible. Miss Donnelly has also agreed to cover the mid-day supervisor duties on a supply basis. This is hoped to allow TB &amp; JF some time together in the office during the lunch break. All hours and funding will be monitored to ensure best practice and value for money.</p>	
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These minutes have been written to record actions taken due to the Coronavirus outbreak and Governor Meetings being cancelled. Next FGB meeting: To be arranged for September.

Signed ..... Date .....

Signed ..... Date .....

Co-Chair of Governors - Liz Broomhead MBE & Alison Ivins