



Minutes of the Governing Body of Evenlode Primary School
held on Wednesday 13th May 2020
The meeting was held online due to Coronavirus Lockdown Guidance

Governors present: Stephen Burkitt-Harrington – Chair (SBH), Annie Williams-Brunt – Vice Chair (AWB), Steve Rees – Headteacher (SR), Cllr Ben Gray (BG), Cllr Kathryn McCaffer (KMC), Cllr Kay Bowring (KB), Jeremy Lewis (JL), Lindsay Payne (LP), Sue Noormohamed (SN), Ryan Crimmins (RC), Siobhan Richards (SiR), Sara Woollatt (SW), Lisa Harris (LH), Hayley Hodgkins (HH), Jo Roberts (JR).

Apologies received from: Daniel Cornelius (DC),

Others in attendance: None.

		Action
1.	Introduction and apologies	
1.1	SBH thanked members for attending this first online meeting of the Full Governing Body of Evenlode Primary School. One meeting had been cancelled at the end of the Spring Term due to Coronavirus and this meeting had been delayed from its original date of 6 th May to allow for as many members to login and take part.	
1.2	Apologies had been received in advance from DC.	
1.3	SBH informed members the meeting was being recorded on this occasion due to the fact that there was no Clerk in post at this current time to minute the meeting. Any recording would be deleted immediately after the minutes had been documented and circulated.	
2.	Headteacher appointment	
2.1	SR left the meeting for this agenda item.	
2.2	SBH informed governors that the headteacher had submitted his resignation as headteacher as he plans to retire at the end of the Summer Term. Governors agreed to accept the resignation. SBH will write to SR on behalf of the school to thank him for his 12 years as headteacher.	
2.3	Governors discussed the unlikelihood of being able to appoint a headteacher before January 2021 and the need to support existing SLT members in the Autumn Term. SBH agreed to meet with HH to address this following the meeting.	SBH, HH
2.4	Governors discussed and confirmed the appointment of the new headteacher Selection Panel (SP). Members confirmed are SBH, AWB, HH, JL and SiR. Two other governors LP & SN who were also nominated will be kept on reserve and will be involved in all elements until interviewing to allow for as much continuity as possible through the process.	SBH, AWB, HH, JL, SiR, LP & SN
2.5	Governors agreed a salary scale for the new headteacher L18 – L24.	
2.6	Governors agreed to follow Schedule 10 for advertising and recruiting a new headteacher.	

- 2.7 The SP will now meet on Wednesday 27th May at 5pm to discuss and approve the headteacher Job Description, Person Specification and Advert for the new HT. **SBH, AWB, HH, JL, SiR, LP & SN**
- 3. Minutes of the previous meeting**
- 3.1 SR re-joined the meeting.
- 3.2 The minutes of the previous meeting were agreed as a true and accurate record.
- 3.3 Due to the lockdown a number of matters arising have not been progressed fully. These include school related activity such as observing the further development of Critical Skills, work between link governors and AoLE staff within the school.
- 3.4 SBH asked whether governors were happy to undertake actions online while under lockdown and in the immediate future. Governors agreed they were. It was agreed that AoLE link governor activity, governor safeguard training, and the review of the new traffic plan (with coronavirus implications now) would be conducted where possible online this term.
- 3.5 SBH asked HH to share the AoLE presentations from the last meeting with SBH to share with all link governors for information. **HH / SBH**
- 3.6 SR agreed to sign governors up for online safeguarding training with the school's provider. Governors who have not received this training are asked to email SR to request this. **SR / ALL**
- 3.7 SR informed governors that the most recent advice from the VOG safeguarding director was that all governors should achieve level 1 safeguarding training and that some governors should achieve level 2 safeguarding training where possible.
- 3.8 SBH suggested that the Relationships Policy development be achieved in time for September. SR to develop this with staff in time for governors to approve at the next meeting. **SR**
- 3.9 Governor Vacancies have been advertised on the school website, with the VOG and these are hoped to be filled as soon as possible.
- 3.10 The Clerk position has also been advertised on the school website with a view to filling this role as quickly as possible.
- 4. Headteacher's report**
- 4.1 Governors had received the headteachers report in advance.
- 4.2 SBH observed that the school was undertaking a childcare hub role under the management of the Vale of Glamorgan. He asked governors to focus questions on the work and role of Evenlode Primary School in its current provision to children, support to parents and the return to whatever 'new-normal' may be.
- 4.3 SR reported briefly on the hub operation and assured governors that the building was in good shape and being used to provide key worker childcare for Stanwell School, Sully Primary and likely to include one other Penarth School from the next week to relieve pressure on the Victoria Hub.
- 4.4 AWB asked why Stanwell School staff over 50 were not being asked to join the rota. SR said he was not sure and he has raised the point with the VOG, but at the moment there are sufficient staff to fill the rota at present. SN observed that this will become more of a problem in the autumn as seasonal coughs develop and more staff need to self isolate.
- 4.5 SR noted that he is making between 30 and 50 calls a week to parents of children not submitting satisfactory levels of work or engaging with teachers. That the school has also loaned out devices to some parents to enable this situation to improve at home.

These devices will be replaced, if damaged by the Vale from a fund from the Welsh Government.

- 4.6 Some parents of these children have been encouraged to drop children to school for a number of sessions during the week so that they do not fall too far behind.
- 4.7 HH reported that the 2-week work grids will continue to go out to all children. This includes in the next week: Yr 6 will undertake venture week focused projects. All other classes will also have a new project or Critical Skills challenge this week before Half Term the week after. Then a new 2-week grid will be issued after half term followed by a school wide project from week 3 which reflects the normal Summer Term routine as best possible. Staff team meetings are continuing as normal to help with planning and moving things forward.
- 4.8 SN thanked all staff, on behalf of year 4 parents for the amount of work which has on the whole been very welcome and well received. A number of other governors agreed. RC said that the standard of the work clearly showed the amount of time being spent on planning by staff and that the response to work was much higher than in his own school.
- 4.9 JL asked whether SR was happy that procedures are in place to reassure governors that there are no children falling through the net and that staff are able to escalate any issues to the school at this current time and while all are working from home. In addition reassurance that the term 'vulnerable' is being extended to include those children who as a result of not having their normal contact with the school, they are at risk of suffering longer term impact on their education from being home-schooled. SR and HH confirmed that they are in regular contact with a number of these children and families via their teachers and that SR is in contact with those not engaging fully with the submission of work online.
- 4.10 SBH asked whether there was any record being kept of these calls that can assist with trend spotting in terms of developing situations. SR confirmed that the VOG ask the school to report on a traffic light system so this is in operation currently.
- 4.11 KB requested that some consideration is given to the provision on return to school for the children of 'shielding' carers or parents.
- 4.12 AWB asked parent governors how their own children are coping with the situation. Parents shared their own experiences and the different approaches they are experiencing in their own homes.
- 4.13 AWB asked about plans for induction of new nursery children into reception and also for the year 6 children leaving and entering new schools. SR reported that reception was oversubscribed again this year which is good news. The school has prepared and delivered admissions forms and information to parents of incoming reception children. Where possible information is going out as normally as possible although there is an understanding that more information will come out as it comes to light. HH reported that Year 6 are missing out most. There is an ongoing discussion about a collaboration project between all Stanwell Feeder Primary Year 6 pupils. They are unlikely to see the school before September under current plans. We are preparing all required paperwork for Stanwell to make the transition as smooth as possible.
- 4.14 HH also mentioned that commemorative Year 6 group photographs and hoodies had been organised. Also that all children will receive an end of year report dated March 2020 which will be delivered before the end of term.
- 4.15 JL asked whether there were any plans for school work to be set for the Summer Holiday if a second lockdown should occur towards the end of July. SR said that at the moment the plan is for the Summer Holiday to happen as normal as staff are under a lot of pressure and are in need of the break. RC added that he was hoping for the Summer

- Break but that he and his colleagues were discussing the option of setting a 6 week project for the Summer rather than having to be on call and delivering work on a daily basis during this time.
- 4.16 SR noted that there may be a need for keyworker provision during the Summer Holidays and whether Saplings may be able to operate this provision either commercially or funded as a free provision.
- 4.17 SBH asked governors to remain involved this term in the planning of the 'RoadMap' for returning to the 'New Normal' of school life. This will be done through the sub-committee meetings and a series of additional meetings as required.
- 4.18 SR asked governors to approve some research into and an investment in new hygiene signage for the school. Governors approved this. SN offered to see what school nurses have already in the way of signs etc. **SR, SN**
- 5. Governor training**
- 5.1 SBH updated governors about online training available from Governor Support this term and encouraged any governors who have training requirements to contact GSU. **ALL**
- 6. Any other business**
- 6.1 All governors re-iterated thanks to the Teaching Staff and it was agreed that an official letter from governors be written to all staff letting them know that we appreciate all they are doing. **SBH**
- 6.2 SW asked if there were any priorities for the PTA as there are some funds in the bank account. A discussion was had about possible fundraising re-enforcement of the Amazon Smile support and also bags to school. SR offered to send any communications to parents. **SW, SR**
- 7. Next meetings**
- 7.1 Meetings for governors were discussed and agreed as follows: **ALL**
 Full Governors Meeting as scheduled 24th June 2020
 Additional FG Meeting to ratify new headteacher appointment on 22nd July 2020
 Both meetings will start at 5:30pm.
 Sub-Committee meetings for the Summer Term will follow via email in the coming week.
- 7.2 HT Selection Panel Dates for information are: **SBH, AWB, HH, JL, SiR, LP & SN**
 HT Selection Panel to meet 27th May 2020 @ 5pm to confirm advertisement
 Advert in Press 17th June 2020
 Application forms to governors 1st July 2020
 Shortlisting Meeting 8th July 2020
 w/c 13th July 2020 School visits and interviews

Please send any omissions or corrections via email to SBH stephenbh78@gmail.com

Signed as a true and accurate record,

Stephen Burkitt-Harrington

Cadeirydd y Llywodraethwyr | Chair of Governors