



**Minutes of the Governing Body of Evenlode Primary School  
held on Wednesday 24<sup>th</sup> June 2020**

**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), Linsay Payne (LP), Sue Noormohamed (SN), Ryan Crimmins (RC), Siobhan Richards (SiR), Sara Woollatt (SW), Daniel Cornelius (DC), Lisa Harris (LH), Hayley Hodgkins (HH), Jo Roberts (JR).

**Apologies received from:** None.

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- | <b>1.</b> | <b>Welcome and apologies for absence</b>   | <b>Action</b>          |
|-----------|--|------------------------|
| 1.1       | SBH welcomed everyone and no apologies had been received.  |                        |
| <b>2.</b> | <b>Matters arising from the minutes of the previous meeting</b>  |                        |
| 2.1       | 2.4 The selection panel met on 27th May and agreed the timetable, advert, job description and person specification for the new headteacher. The advert was published on 17th June and applications are due to close on 30th June at midday. Shortlisting to take place on Tuesday 7th July. School visits and Interviews will take place on Tuesday 14th and Wednesday 15th July.  |                        |
| 2.2       | 3.5 HH has shared the Areas of Learning Experience presentations which have been circulated to respective link governors via email for more information on the 6 AoLE.   | <b>Link<br/>Govs</b>   |
| 2.3       | 3.6 SR has requested online safeguarding training for governors who requested it. Links will have been forwarded to governor's own emails to complete online training during lockdown at their own speed.  | <b>SBH,<br/>SN, JL</b> |
| 2.4       | 3.8 The development of the relationships policy has been put on hold during lockdown. SBH asked whether this could be developed by the school under the guidance of the new Health and Wellbeing sub committee. SR agreed to look into this.   | <b>SR</b>              |
| 2.5       | 4.18 Signage has been put in place at school.  |                        |
| 2.6       | 6.1 SBH has thanked staff for their work over the past months in a letter and is attending the full staff meeting tomorrow where he will re-iterate governors thanks to staff.   |                        |
| 2.7       | 6.2 The PTA had a successful Bags to School collection which has raised some valuable funds. The school has discussed with the PTA where funding may be directed including more laptops and also developing some more outside classroom areas.   |                        |
| <b>3.</b> | <b>Update from headteacher on plans to return to school on 29<sup>th</sup> June</b>  |                        |
| 3.1       | SR updated governors on plans to return to school. Measures including visits from 21st century schools, new signage and painting of distancing dots outside the school gates, inside playgrounds and through corridors has been undertaken ready to re-open. The school risk assessment has been updated to include additional hazards and control measures in place to prevent and limit any spread of the Coronavirus. |                        |
| 3.2       | JL commented that plans look very thorough and thought through. The concern is the breaktime risk and how the school is going to maintain distancing at breaktimes. SR   |                        |

answered that this is going to be very difficult. Particularly early years children will be unlikely to keep to 2m distancing. Areas of the playground have been identified and children will be restricted in their bubbles to particular areas to prevent spreads across bubbles. HH added that toilet breaks and breaktimes will be staggered through the day to reduce the number of children outside at the same time. More time will be spent outside of the classroom as advice is that the virus lives and spreads less well outdoors.

3.3 SN asked what arrangements were in place for the cleaning of toilets after use. SR mentioned that the cleaners would be on site more but that during the day this would be down to staff spot checks. SR noted that with the numbers of staff available it is likely to fall to the headteacher to carry out this. SN asked whether the school could ask parents to re-iterate the messages of good hand hygiene and toilet procedures to help with this. HH mentioned that the children will receive training as they come back to school as part of the re-orientation process and that the school is producing a video which will be released this week for all parents and children.

3.4 JL asked about staff statutory breaks in the proposed long days with classes. SR mentioned that staff had overall approved this model for the return despite it involving them eating lunch with the children and not having a break during the day. It was felt by staff unanimously that this was preferable for 2 long days rather than the exposure and added risk of more shorter days in school. SN offered a tea and cake rota from governors to relieve staff.

3.5 LP asked about any plans for a Year 6 send off. SR reported that HH and Mr Francis have put a plan together for them. A parent had asked for a parent and child assembly but this has been turned down on health and safety grounds as this would be around 200 people on site. A year 6 pupil only awards ceremony and assembly will take place on the final Thursday of term. HH added there is a plan to livestream this event to parents.

3.6 JL asked what we can do for children unable to return to school. SBH noted that in response to the Vale survey for returning to school only a very small number had declined to return. Also that the survey was carried out before plans to return were released that the uptake is likely to be higher now plans are known. SR said that there were no plans in place yet for any children that don't return but that these will be developed as the need arises.

3.7 HH reported that children would receive tours of their new classrooms and get the chance to meet their new teachers for September as part of the 2 day return.

3.8 SBH asked for confirmation that children will still receive 2 weekly grids to support learning at home during the last three weeks of term. HH confirmed there would be a final three-week grid going out on Monday with work to the end of term.

#### **4. Update from the chair on staffing appointments in September**

4.1 SBH mentioned that more work was required on blended learning preparation and virtual learning for September and that this would take place as guidance is issued by Welsh Government and the Vale in the coming weeks.

4.2 SBH reported that AWB and SBH on behalf of the Personnel Committee had held meetings online with each member of the Senior Leadership Team (SLT) in the past week to review the plans for September.

4.3 SBH reported that agreement was now in place with HH to be promoted to Acting Headteacher for the Autumn Term subject to the appointment of a new head who will be expected to start in January 2021.

4.4 SBH reported that agreement was made with Miss Mainwaring and Mrs Shields to be promoted to Acting Deputy Headteachers with respective responsibility for Foundation phase and Key Stage 2 areas of the school that they currently oversee.

- 4.5 SBH reported that in addition the team has offered a nominal pay increase for Mrs Thomas (ALNCo) as it has been identified there will be increased need for Mental health and Wellbeing work for pupils when they return in September.
- 4.6 A letter has been drafted by the chair and this will be sent to inform parents congratulating these staff on their appointments this week. **SBH**
- 4.7 JL asked what the plans are for re-opening the school. SBH noted that a number of plans are under development and all will be redeveloped continually through the summer in line with guidance as it is issued.
- 4.8 JL asked whether these include a digital only provision should the need arise. SR replied that staff are discussing the need for web streaming teaching. There are some circumstances where this will be done but there are a whole range of issues that need to be worked through, investment in equipment and resources.
- 4.9 SBH noted that from discussions this week with SLT members, the reduced investment in digital devices at school over recent years will make this more difficult. It was felt that a tablet scheme should be re-visited and that more investment was required for school owned devices to enable more teaching, recording, and streaming of activities at school to take place.
- 4.10 SR noted that some digital teaching and communication had taken place this term and that SeeSaw in particular has been very well received by parents and children. Particularly for assessment records.
- 5. Any other business**
- 5.1 SR thanked SBH and AWB for their time and work at school over the past weeks. In particular looking at outdoor spaces to be upgraded and used in the Autumn. Work has been agreed under PTA funding to install several outdoor classroom areas to enable more outdoor work in September. This work will be completed by the school's landscapers in August.
- 5.2 KB updated governors about some changes to the re-structuring of the Lavernock Community Council. She has been re-elected to represent the council on the school's governing body. KB also offered her help to the school as an ex-teacher in whatever way and asked SR to contact her if this was required. **SR**

Please send any omissions or corrections via email to SBH [stephenbh78@gmail.com](mailto:stephenbh78@gmail.com)

The next meeting of the full governing body will take place on Wednesday 22<sup>nd</sup> July 2020.

Signed as a true and accurate record,



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**Stephen Burkitt-Harrington**

Cadeirydd y Llywodraethwyr | Chair of Governors