



## Minutes of the Governing Body of Evenlode Primary School Extraordinary meeting held on Wednesday 22<sup>nd</sup> July 2020

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

**Apologies received from:** Cllr Kathryn McCaffer (KMC), Cllr Kay Bowring (KB), Sue Noormohamed (SN), Daniel Cornelius (DC),

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- | <b>1.</b> | <b>Welcome and apologies for absence</b>   | <b>Action</b>         |
|-----------|--|-----------------------|
| 1.1       | Apologies had been received from KMC, KB, SN, and DC   |                       |
| <b>2.</b> | <b>Matters arising from the minutes of the previous meeting</b>  |                       |
| 2.1       | 2.3 Governors who requested safeguarding training should have by now received the link to be able to undertake this online.  | <b>SN, JL<br/>SBH</b> |
| 2.2       | 2.4 The development of the relationship policy is still ongoing in the hope it can be approved at the next meeting.  | <b>SR</b>             |
| 2.3       | The minutes of the previous meeting were agreed as a true and accurate record.   |                       |
| <b>3.</b> | <b>Update on plans to return to school in September</b>  |                       |
| 3.1       | SR updated governors on plans to return to school. These include a planned staggered restart to introduce children gradually. 50% of the school will return on Thursday 3 <sup>rd</sup> September with the remainder attending on Friday 4 <sup>th</sup> September. All existing children will then return together on Monday 7 <sup>th</sup> September. There will be an even more staggered start for Reception children as this will be their first introduction to the school. |                       |
| 3.2       | An additional cleaner will be required to assist with crucial areas of the school like toilets at key points during the day. The Council have withdrawn an initial offer of funding for this position and it will now have to be funded from within the existing school budget.  |                       |
| 3.3       | SBH asked how the decision had been withdrawn from an initial offer of £9.5k offered for this role this time last week. SR suggested that the school write to the Vale to ask how we are expected to increase the cleaning without additional funding. It was agreed that SBH, in liaison with SR, would write to the Vale to ask for guidance on how best to proceed with this.   | <b>SBH</b>            |
| 3.4       | SiR asked when parents would be advised of saplings places for September. SR hoped that notifications would go out by the end of the current week. It is likely there will be a reduced capacity initially until space and numbers are confirmed.  |                       |
| 3.5       | HH explained that the whole school will work in bubbles as follows:<br>Reception<br>Years 1 and 2  |                       |

Years 3 and 4

Years 5 and 6

These bubbles will be maintained for all groups throughout all school activity including Saplings. Staff will also be allocated across the school to specific bubbles from which they will not change between bubbles.

- 3.6 SR confirmed that the Saplings staff who have been furloughed will return to work from the 1<sup>st</sup> September.

#### **4. Update on SER and SIP**

- 4.1 SR noted that because there has been no testing there are no references to test results in the SER this year. The school has still completed a SER as SR felt it was important to keep it in place in particular for the new headteacher coming into post. Most targets were hit but some were not because of Covid-19 and losing 4 months of schooling. SR urged governors to read and review the SER.

- 4.2 The SIP is normally completed in the Autumn Term but is largely in place already. Target setting will need to be completed early in the next term. The school has prioritised Literacy and Numeracy as normal and also Welsh. Having achieved the Bronze Award this year, the key target for next year is to complete the Welsh Silver Award.

- 4.3 The school has been awarded £26k for new IT equipment which is desperately needed. Mrs Shields is busy writing a shopping list to make maximum effective use of this additional funding.

- 4.4 The SIP is a working document and items highlighted in Orange are still to be confirmed in the new year.

- 4.5 Some items including mental health are included as a priority and training such as the Hidden Chimp would be good to pick up again following the lockdown.

- 4.6 Outdoor shelters will be installed by the end of August to make use of the outdoor opportunities we have at Evenlode.

- 4.7 To assist with assessment SeeSaw has been upgraded as this has been really successful and will be used more in the new year.

- 4.8 A discussion was had about the provision from SuperStars for creative and drama classes and work groups. Governors were advised that staff had felt let down by this organisation in the run up to and during lockdown. It was agreed not to renew contracts with Superstars but instead to train existing staff or arrange additional support from other organisations in the future.

- 4.9 SR asked about external providers being allowed onto site. SBH suggested that regulations would probably be relaxed to allow peripatetic staff to transfer between schools by September. SBH asked that a risk assessment approach be taken by staff to ensure the safety of all school users on site. The preference is that this 'agency' staff provision is essential to achieving the best results from the children.

- 4.10 HH mentioned that internal school results have been published for Year 2 and Year 6 children despite the fact they were not nationally tested. SBH asked if results were as expected or whether there were any obvious gaps in learning considering the Covid-19 break. HH assured governors that results were as expected.

- 4.11 SBH thanked SR for his work on the two documents and reassured him his legacy would live on for at least another year.

#### **5. Governors report to parents**

- 5.1 SBH asked that the report does go out earlier in the year than it has been previously. It is intended to have the report ready for approval and release in September.

- 5.2 SBH asked for any governors to assist with writing or collating the governors report. SW offered to submit the PTA elements. SiR offered to help.

**6. Dates of future meetings**

6.1 SBH has circulated provisional meetings for the coming year. These were agreed.

**7. Any other business**

7.1 SBH formally thanked SR for his 12 years as headteacher as this will likely be his last governors meeting before retiring on 31<sup>st</sup> August.

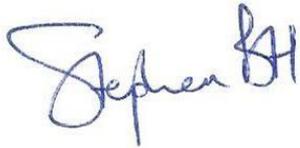
7.2 AWB thanked the chair for leading the school through some difficult times.

7.3 SR agreed with AWB and reiterated his thanks to all the members of the governing body for remaining so active and supportive of the work of the school over his time as headteacher. SR added that both he and Heather Jones were immensely grateful for the send off and the generous gifts they had both received from parents and staff.

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 16th September 2020 @ 5.30pm.

Signed as a true and accurate record,

A handwritten signature in blue ink that reads "Stephen BH". The signature is written in a cursive style with a large initial 'S' and 'B'.

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**Stephen Burkitt-Harrington**

Cadeirydd y Llywodraethwyr | Chair of Governors