



From little seeds  
grow mighty trees

**Minutes of the Meeting of the Governing Body of Evenlode Primary School**  
**held on Wednesday 9<sup>th</sup> December 2020**  
**on Zoom due to the Coronavirus Pandemic**

**Governors present:** Stephen Burkitt-Harrington – Chair (SBH), Annie Williams-Brunt – Vice Chair (AWB), Hayley Hodgkins (HH) – Acting Headteacher, Kirsty Mainwaring (KM) – Acting Deputy Headteacher, Jo Roberts (JR), Lisa Harris (LH), Cllr Ben Gray (BG), Cllr Kathryn McCaffer (KMC), Kay Bowring (KB), Jeremy Lewis (JL), Ryan Crimmins (RC), Siobhan Richards (SR), Sara Woollatt (SW), Daniel Cornelius (DC), Allun Thomas (AT),

**Apologies received from:** Linsay Payne (LP),

**Others in attendance:** Hazel Evans (HE) - Clerk to the Governing Body.

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- | <b>1.</b> | <b>Welcome introductions and apologies for absence.</b>   | <b>Action</b> |
|-----------|---|---------------|
| 1.1       | SBH welcomed everyone to the meeting and introduced new Governor, Allun Thomas. All present introduced themselves and individually welcomed AT.   |               |
| 1.2       | Apologies received from LP.   |               |
| <b>2.</b> | <b>Matters arising from the minutes of previous meetings</b>  |               |
| 2.1       | The minutes of the meeting of the Full Governing body held on 16 <sup>th</sup> September 2020 were agreed as a true and accurate record. There were no matters arising.   |               |
| 2.2       | The minutes of the Resources Committee meetings from the Autumn Term were agreed as a true and accurate record. The following matters were arising and were discussed:  |               |
| 2.3       | HH responded to a minute regarding staff contracts – SBH advised this is on the agenda and will be covered later in the meeting.  |               |
| 2.4       | Online training has taken place and will be covered in item 10 on the agenda.   |               |
| 2.5       | It was acknowledged that the Saplings numbers had reduced due to more people WFH and the out of hours care provision not being required. This is the first opportunity staff have had to review the data and can see the model doesn't support the permanent Saplings staff contracts. When it was more in demand more staff were offered permanent contracts and the scheme had been profitable. Flexibility of staff contracts is being reviewed with HR and will be ongoing. It is not intended that any redundancies will be required but that contracts will be reviewed as new staff are recruited. |               |
| 2.6       | Hall bookings have restarted – but only to existing users. Times staggered in order to enable the hall to be cleaned thoroughly between hires and costs have also increased to cover the additional cleaning costs.   |               |
| 2.7       | Repairs to year 6's classroom roof have been completed and some classroom repairs have been carried out, with some still to be done. HH advised that carpets are due to be laid on Saturday.  |               |

- 2.8 SBH asked about the playground equipment, all unsafe equipment has been removed and there is a plan in place, school are just waiting for costs to be quoted. SBH suggested this could be a fundraising opportunity for the PTA.
- 2.9 HH mentioned that VOG are currently re-wiring the IT system but the cabling still needs to be replaced as the network boxes won't close. There have been a few security issues with the workmen not locking doors.
- 2.10 SBH provided an update on the LED Lighting proposal from the VOG. Disagreement exists due to the funding of the project. The lighting desperately needs replacing as it is not working at all in some areas now and we need to accept that this is the only way to make this happen. SBH reminded governors that the school needs to sign off a VOG loan to cover the cost. The costs includes a substantial percentage paid to VOG to manage the project on behalf of the school. This work is apparently not covered by the existing SLA paid to the council for electrical maintenance. HH requested that the safety of the staff and children needs to be put ahead of finances on this occasion. AT asked if any other school had raised their concerns about the financing of the scheme – SBH said the VOG had told him that he was the only governor to raise it and 137 projects have already been completed in the County since this scheme started. It was agreed that SBH go back to VOG to get an up to date amount and loan agreement for governors to approve at the February meeting. LH understands the reservations but the work needs to be done, HH believes the cost has increased as well. KB asked what the costs were – SBH stated they were just shy of £50,000 repayable over 10 years. SBH recommended that the budget for electricity be reinstated and protected despite the promised, projected savings from LED lighting, in order to repay the loan. All agreed. **SBH**
- 2.11 Mrs Foster had recently visited the school ahead of her taking up the HT post in January. She had a tour of the school and all went well and seemed positive.
- 2.12 SBH & AWB led general thanks to all staff and teachers with how things were going at the school since the return. There had been no positive tests and the procedures appeared to be working effectively. HH stated that she felt we have been lucky and that it had felt slightly chaotic at times, but bubbles were working well. She noted that the teachers have lots of extra duties and are doing jobs they shouldn't have to do. Thanks were expressed to all staff by all governors who noted that luck had nothing to do with it and that the success was down to the hard work of all staff.

### **3. Election of Chair**

- 3.1 SBH made governors aware that he hoped to be re-elected and explained how the vote would take place due to the meeting being held online. SBH turned off his speakers and left the room to allow Governors to discuss the vote. AWB stated that she believed he had done an excellent job, especially considering the challenges faced since he took on the role. AWB nominated SBH, KB seconded and the vote was unanimous – SBH was reappointed as chair.

### **4. Election of Vice Chair**

- 4.1 AWB announced her intention to stand again and left the meeting. SBH nominated AWB, telling the governors that her experience and support had been invaluable. SR seconded. Vote was unanimous and AWB was reappointed as vice chair.

### **5. Declaration of Governors Interests**

- 5.1 SBH explained to the Governors the need for these to be completed and returned each year for a public register. Any conflict needs to be declared. SBH requested any changes throughout the year to be sent to HE. HE to create a method of storing them.

## **6. Update from the Headteacher**

- 6.1 HH asked if there were any questions on the report previously circulated, or any points that the Governors wished to discuss? None were raised.
- 6.2 HH focused on point 4 – guided reading. HH informed governors that reading has been the focus for staff and real progress had been made with nearly every child. The majority of children are where they should be, despite the lockdown.
- 6.3 The ALF (Accelerated Learning Fund) is to be accessed in order to allow an LSA to be available 4 days a week as needed to provide additional interventions where required.
- 6.4 AWB asked how the children who went from the infants to juniors seemed to have coped? HH stated that they had coped well, progress had been made on reading and socially they are doing well.
- 6.5 HH informed the board that there had been a racist incident in year 1 which had been dealt with by involving parents and procedures had been followed correctly.
- 6.6 HH reiterated the contribution of the staff – some of the changes had had a negative impact on the staff, but a positive impact on the children and their wellbeing, such as staggered lunch hours. JL mentioned how the staggered finish times have worked well with reducing the volume of traffic and eased the parking issues. Could this be looked at staying in place once the school day has returned to normal?

## **7. Approval of the school budget for 2020/21**

- 7.1 SBH informed Governors that the budget had been signed off in October following being given delegated powers by Governors in the last meeting (minute 4.4). It does show a deficit of £44,000 however this is constantly changing and has already significantly improved. The school is watching its spending and on essential items only for the remainder of the year to protect the budget forecast position.
- 7.2 SBH reported he is hopeful that the school can claim for loss of earnings for both the Saplings and the hall hires. A claim needs to be submitted to VOG regularly. If the claims are accepted the budget should look much healthier with no concerns.
- 7.3 SBH advised that despite having been signed off it is very much still a work in progress.

## **8. Governors Annual Report to Parents**

- 8.1 SBH had circulated the report to Governors earlier that day. More photos to be added if possible before it is sent to parents. SBH reported that as requested last year more information on the work of what governors do on the main GB and the various sub committees has been included. This includes strengths of Governors not always in meetings but in a more hands-on role, which isn't as achievable at the moment but SBH invited Governors to do this more once restrictions are lifted.
- 8.2 There is no legal requirement to report results, and as no official assessments have taken place there is nothing to report. HH advised the children did the same work during lockdown that they would have done in school. The school weren't obliged to moderate YR 2 and YR 6 but the school chose to do so. Each child moved school years at the required level. SBH asked if this should be added to the report – HH to check and to let him know.
- 8.3 SBH asked JL from his previous experience, if it was a legal requirement to send a physical document to each parent. Due to current restrictions it was decided to send a digital copy to each parent. This will be sent out via Parent Pay and Schoop before the end of term.

## 9. Safeguarding

9.1 No safeguarding issues to report.

## 10. Governor training updates.

10.1 SBH has completed safeguarding training

10.2 SN is still to complete mandatory data training. **SN**

10.3 AT has completed safeguarding training, along with the data training and has his induction training on 14/12/2020. **AT**

10.4 HE has completed governor clerk training.

10.5 DC has completed performance management training.

## 11. Complaints

11.1 There have been no complaints.

## 12. Any other business

12.1 AT requested details of the school's dyslexia policy and asked if the school had one. HH confirmed that they do and that it can be found in the additional learning needs policy on the school website. SBH advised that the policies are being reviewed and updated and will table a review schedule for the year at February's meeting. **SBH**

12.2 SW reported that the PTA are running an online Christmas fayre this year and raffle tickets can be bought online. It has been difficult to raise money this year but did manage a successful Bags 2 School clothes collection. SBH made the GB aware that if they went to Smile Amazon whenever they bought something from Amazon that helps raise money for the school PTA as well.

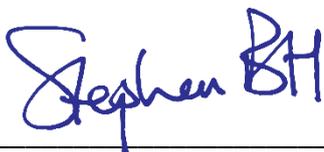
12.3 JL thanked HH for doing such a good job as acting HT and stated he was impressed with the staff's abilities to maintain children's spirits and well-being and how well the communication from the school had been throughout.

12.4 All Governors expressed thanks to all staff for all their efforts this year, especially with how well they've coped with the lockdown and new guidelines since returning to school.

Please send any omissions or corrections via email to HE [EvansH754@Hwbcymru.net](mailto:EvansH754@Hwbcymru.net)

The next meeting of the full governing body will take place on Wednesday 3<sup>rd</sup> February 2021 at 5.30pm.

Signed as a true and accurate record,



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**Stephen Burkitt-Harrington**

Cadeirydd y Llywodraethwyr | Chair of Governors