



**Minutes of the Uffculme Primary School Local Governing Committee Meeting  
held on Friday 19<sup>th</sup> June 2020 at Uffculme Primary School**

Attendees	Initials	Attendees	Initials
Jo Dentith	JDE	Kath Maguire	KMA
Jill Larcombe	JLA		
Claire Hayman	CHA		
Janet Fox	JFO		
Russell Wilson	RWI		
Katie Francombe	KFR		

Apologies / Absence (reason if required)	Initials	In Attendance	Initials
Andy Southgate	ASO	Julia Wilde	JWI
Jamie Jackson	JJA		

Signed as a correct record of the meeting: .....

Date:.....

## 1. Apologies for absence

Apologies were accepted from Andy Southgate. Apologies were not accepted from Jamie Jackson.

## 2. Declarations of Interest

No business interests relevant to agenda items were declared.

## 3. Minutes from last meeting

The minutes of the previous meetings held on 19<sup>th</sup> November 2020 and 12<sup>th</sup> February 2020 were agreed as true records of the meetings.

## 4. Matters arising from those minutes

The following matters were discussed and noted: -

- The minutes of the 19<sup>th</sup> November 2020 and 12<sup>th</sup> December 2020 meeting were agreed;
- RWI's query on the E-Safety Policy was looked at and clarified;
- The Admissions Policy was circulated;
- JLA confirmed that the LGBT query has not been discussed with the Directors of the Trust, JDE indicated that the matter is detailed in our Equality Policy;
- JJA had agreed to provide the Governors article for the school newsletter but did not so.

## 5. Safeguarding

### 5.1 Chairs Action – Covid 19 Safeguarding Annex A & Annex 2

JDE presented both policies. JLA had approved the policies as Chair Action so that the policies could be immediately put into place ensuring that the COVID-19 school opening arrangements could be implemented. JLA asked whether the governors had any questions on the policies. **KMA questioned where the use of the word 'many' came from in describing "Many have had access to material on-line that are either age inappropriate or possibly have been exposed to other adults who wish to groom children for exploitive and/or abusive purposes". JDE confirmed that she had adopted a model policy used by Devon County Council therefore the wording 'many' was embraced.**

### 5.2 Risk Assessment for school-reopening (UPS RA100)

JDE presented her risk assessment confirming that it had been approved by the Board. JDE further confirmed that the risk assessment has been reviewed by all staff prior to the reopening of school on 1<sup>st</sup> June 2020. **JLA questioned whether the risk assessment was being reviewed regularly? JDE confirmed it was being looked at daily. JLA questioned whether any changes had needed to be made? JDE said that to date no changes have been required. JLA said that showed how good the risk assessment had been. RWe raised the 1pm closure on a Friday for all as slightly hectic. JDE agreed to review this.**

## 6. Headteacher's Report

### 6.1 UPS HT report – End of Year 2020

JDE presented her report highlighting that in-depth and lengthy subject reports have been completed and included by the subject coordinators. Each subject review is detailed to implement the new subject framework with supporting evidence detailing intent, implementation and the impact. JDE indicated that the implication of no statutory assessments being undertaken does mean that we will need to assess where we pick up the curriculum in the

next academic year. JLA commented on the report indicating that it was a strong evidenced report.

## 6.2 Coronavirus update including

- **School re-opening; remote learning**
- **Return to school survey**
- **Reporting to parents**
- **Financial implications of the partial closure**
- **End of year date**

JDE provided a verbal update highlighting the following: -

- Since the 20<sup>th</sup> March 2020 when the DfE closed school settings Uffculme Primary has remained open to key worker families and the most vulnerable students. The school remained open throughout the school holidays and bank holidays with approximately 20 children in most days;
- At the beginning of lockdown 85 families identified themselves as being classified as 'key workers' however on the first Monday of opening during COVID-19 we had approximately 15 children of key workers attend so the number of requests for attendance at that time dramatically dropped;
- Bubbles have been created at school and cannot be mixed, the children and staff are kept in these all day with staggered entry to school put into place with full time attendance expected and no rotas/part time attendance permitted. JDE confirmed that 80% of Reception children have returned to school, 100% of the key work children have returned (being 30 children offered spread across 2 classrooms) and 78% of Year 6 children have returned with the possibility of more in that year group returning. **KM questioned whether we have had to refuse any requests for key worker children to return to school?** JDE confirmed that unfortunately due to the stipulated class sizes by Government and taking into consideration our staffing model and classroom spaces, we have had to refuse approximately 15 places. JDE explained that the reasoning behind children attending on a full time basis is to ensure that the space is not being taken away from another who needs to attend daily. JDE expressed that some negativity has been directed towards school by families who have not been able to get their children back into school however the school has provided for the maximum amount of pupils possible;
- Due to school closure there has been no statutory testing undertaken however teachers have given predicted levels for the end of the year. Mock SATs in Year 6 were completed and the predicted levels have been submitted to Uffculme Secondary. CH indicated that she was pleased with how the Year 6 children have returned to school and has been delighted to see that the children have retained a lot of their learning in Maths, English and Topic work;
- JDE confirmed that a mixture of online home learning set via the website and our new online learning platform (DB Primary) has been accessible to all of our pupils throughout school closure. The Computing Coordinator was tasked with rolling out the online learning platform which was done approximately within 3 weeks of the school closing. Teachers are continuing to set work for their year groups who remain at home despite teaching full

time. JDE explained that approximately 1 hour a day of work, consideration on home learning and parental capacity/potential sibling scenario was discussed;

- JDE confirmed that throughout COVID-19 the administration staff have worked throughout with the office demands increasing and ensuring that the increased daily registers required to be submitted to the DfE and Local Authority are carried out in a timely manner. The administrative staff have provided photocopied home learning packs to families who have not been able to access the internet/a printer throughout. JFO explained that she had helped to cover the school office 2 afternoons a week due to 2 members of the administrative team shielding at home with this being eye-opening as to how busy the school office is and how much of an impact COVID-19 had had on the required daily tasks. JLA would like to thank all members of staff for their commitment to keeping the school open and pass on her thanks on behalf of the LGC. JLA further wanted to personally thank JWI for her dedication to the school throughout the pandemic. JDE requested that it was noted her thanks on behalf of the LGC go to JWA and AWA who has worked at home throughout;
- Planned transitions for our current Year 6 children and our new EYFS children due to start school in September have been cancelled due to COVID-19 however JDE confirmed that the Year 6 children that have returned to school are being taught at Uffculme Secondary providing them a partial transition to the secondary. The EYFS programme for the new Reception children due to start in September has been completed with the parent/carers being informed that we will contact them if there are any changes to their planned start in September once government guidance is received;
- JDE provided an update on the financial implications of COVID-19 confirming that the school's expenditure has largely remained unchanged with the salaries and school running costs not being effected however some salary costs have increased due to TA and support staff being paid to attend over the Easter holidays. JDE confirmed that some income streams, such as rent incurred from the Pre-School, have temporarily ceased and therefore this loss has an impact on our projected end of year figures.
- Unfortunately, both the Year 3/5 residential trip to Kilve Court and the Year 4 residential trip to Heatree had to be cancelled for this academic year however with a huge effort undertaken by the school office all monies paid on the existing trips have been successfully transferred over to secure these trips for 2020-2021. Parents/Carers were contacted and asked to confirm whether they would like to transfer their monies over to secure the future booking or whether they would like to receive a refund. 4 refunds were requested in total and successfully made.
- For all those in receipt of Free School Meals (FSM) the food voucher scheme has been in place throughout and will continue over the summer. Willand School Kitchen have been closed due to having to implement social distancing measures, we therefore have been making our own packed lunches. JDE requested that it was noted her thanks for the support provided from Mandy Frankham at Uffculme School.
- The LGC thanked all school staff for all their hard work since the start of the pandemic.

### **6.3 Staffing update**

JDE informed the governors that 3 members of staff are leaving at the end of the academic year and that next year's staffing module is in place with parents/pupils being informed of the

classroom changes on Monday 29<sup>th</sup> June 2020. All appointments have either been made internally or with some changes in roles and contracts.

JDE further confirmed that 2 of our pupils have recently been awarded EHCP plans.

The meeting entered Part 2 due to confidentiality.

The meeting moved out of Part 2.

## **7. School Improvement**

### **7.1 Final Review of SIP for 2018-2020**

JDE presented her report indicating that this was in fact her final review of the SIP 2018-2020. JDE confirmed that only 1 objective from the SIP had not been fulfilled in regard to the school's involvement with WCTSA.

### **7.2 SIP for 2020-2022**

JDE presented her report noting that the priorities detailed in the SIP 2020-2022 coincide with Trust priorities. JDE explained that the report had been broken down into categories with detailed actions in line with categories from the new inspection framework. No questions were raised.

JDE confirmed that she has been liaising with JLA regarding planned termly learning walks in place for governors with a direct focus on each visits, dates to be agreed at a later date. JLA indicated that she would be in contact with KMA in order to assign her a portfolio.

### **7.3 Premises Health and Safety Report April 2020**

JDE presented Lisa Batten Operations Managers report, no questions were raised.

JDE indicated that due to the current situation of COVID-19 she had not heard anything regarding the recent CEF bids. **JFO questioned when we would find out? JDE confirmed that it should be any day now.**

JDE wanted to note all additional support provided by Lisa Batten over the last few months and thank her and the support from our cleaning staff.

### **7.4 Governor Portfolio reports**

Parent Governors had been asked to write Link Governor Reports focusing on the quality of education that has been provided to parents through the online learning platform and website during the partial school closure due to COVID-19. RWI and KMA were thanked for their reports.

## **8. Policies**

### **8.1 Policies for approval**

#### **8.1.1 Safeguarding Policy – Annex A and B**

It was noted that this item has previously been discussed.

#### **8.1.2 Behaviour Policy – Coronavirus Annex, including home-school agreement**

JDE presented her policy confirming that it had received Local Governing Committee approval on 29<sup>th</sup> May 2020. JDE informed the governors that the policy has been shared with all members of staff and parents, whilst JDE would not require the parents to sign the adapted 'Home/School

Agreement' the document has been circulated, mentioned in the newsletter and placed on the school website.

### **8.1.3 E-Safety Policy**

JDE indicated that following the last meeting clarification had been sought on the use of school/personal mobiles, no changes to the policy were required.

Governors **APPROVED** the policy.

## **8.2 Policies for Information**

### **8.2.1 Children Looked After Policy (from UAT)**

Governors noted the policy.

### **8.2.2 CCTV Policy**

Governors noted the policy.

## **9. Governor Development**

### **9.1 Report on any training/development undertaken and identify/development needs for the year head.**

JDE indicated that throughout the partial school closure a huge amount of online training has been undertaken by the teaching and support staff via an online platform called 'Every eLearning'. JDE confirmed that there is a large range of courses available and that a staff register has now been compiled to document what training has been undertaken. JDE suggested that the Governors could undertake online training via 'Every eLearning'. JDE to investigate governor's use and JWI to forward a training record.

KFR confirmed that she uses the resource 'National College' for her secondary school role however was not sure if the training available was primary school appropriate. KFR confirmed she would look into this.

JLA confirmed that she has undertaken a Professional Clerk training course.

JDE confirmed that she has undertaken refresher training on Exclusions for IPR Members.

### **9.2 Training needs to be addressed**

KMA indicated that she needed to re-access her Level 2 Safeguarding and Prevent training.

## **10. Any urgent Business Brought forward by the Chair**

None.

## **11. Items for next agenda**

The following items were noted for the next agenda:

- The schools vision/aims and a deeper understanding how this is embedded within the school
- The work required from the Governors for the next academic year;
- A recovery curriculum model

JDE confirmed that discussions are already in place for a 3 phase 'recovery of curriculum', pastoral time will be spent with the children struggling to return to school and CHA has already looked at the maths curriculum and has planned for a reorder of the work to be undertaken. JDE

emphasised that until the children are back she is unable to establish what parts of the curriculum will need to be focused on in more depth.

**RWI questioned whether there is now a policy in place in the event of the school having to reclose over night?** JDE confirmed that in the event of another school closure then reference would be made to the schools Emergency and Business Continuity Plan and RA100 and that we would be in a strong position to ensure that home learning is implemented instantly. KMA commented on how well organised the school appeared.

**RWI raised whether a meeting could be implemented prior to the start of the autumn term?** JDE and JLA agreed that a meeting could be considered on one of the schools INSET days in September 2020 if all other governors were in agreement; alternatively, as early as possible as soon as school had started.

## 12. Impact of meeting

Governors reflected on the meeting.

The governors discussed the implication of carrying meetings out remotely via teams, it was agreed that it was successful.

KMA agreed to write the next Governor Article for the school newsletter.

## 13. Meeting dates for next academic year

To be set and circulated by the Board.

### ACTIONS

Agenda item	Action	Who	Deadline
6.2	JLA to write on behalf of the LGC to all members of staff to thank them for their dedication and commitment on keeping the school open.	JLA	ASAP
9.1	Every eLearning access and training record	JDE/JWI	ASAP
9.1	National College access	KRA	ASAP
12.	Governor Article for the next school newsletter	KMA	30 <sup>th</sup> June

