

## Governors of Fairisle Junior School

### Minutes of a Meeting of the Whole Governing Body Tuesday 2 June 2020, 3.30pm

Governors present:

1. Steph Thurston (Chair)
2. Peter Howard (Headteacher)
3. Alison Powell
4. Katherine Minns
5. Jess Planter-Dixon
6. Phil Chapman
7. Mike Dant

Associate members present:

- Bev Bessey
- In attendance:  
Sophie Lee (Clerk)

**This meeting was held entirely online.**

#### 1) Apologies

Nikki Webb (Vice Chair), Brent Schwarz.

#### 2) Declarations of Interest

Declarations relating to today's agenda: none. Changes to the register of business interests: none.

#### 3) Minutes of the Last Meeting

Minutes from 28 April and 22 May 2020 were agreed and will be signed by the Chair at the next meeting held in person.

#### 4) Matters Arising – Including Action Points

Following a previous question from the Chair on cleaning, the Headteacher explained that the cleaning solution used in school is called Safe Zone Plus which is a virucidal liquid disinfectant that can be wiped immediately with no waiting time.

All actions from 28 April are complete except those listed below.

**Action A:** Attend assemblies to talk about the role of governors and give termly updates on governance.

**Action B:** Write a health and safety report once a term.

**Action C:** Attend one visit between meetings plus events emailed from BB. Clerk to email date reminders.

**Action D:** Attend one staff meeting this term (Wednesdays at 3.30pm). Email BB/JPD in advance.

**Action E:** Confirm dates/times from leadership cycle and send to governors regularly.

**Action F:** Review SEND report with Robin Hayes.

**Action G:** Write up outstanding governor visit report on Herne Bay School.

**Action H:** Ask all governors if they received enough guidance from Mandy Gard's visit.

**Action I:** Write a report on Mandy Gard's visit.

All gov's

BS

All gov's/  
Clerk

All gov's

Clerk

NW

KM

All gov's

KM/NW/JPD

#### 5) Update on Covid-19 Provision and Return to School for Y6

A report is on the Drive. From 1 June all Y6 pupils were invited to return, with 39 out of 88 planning to come in and 36 turning up. They are in bubbles of no more than 10. A video explaining our safety measures has had positive feedback.

It is going very smoothly. Children ate in the field and playground today. They arrive via the field gate or the front gate on Fairisle Road where we have asked for no parents to drive. Doors are held open and children walk straight into class.

We rang parents to tell them which group their child would be in and explain arrival times, lunch arrangements and pick-ups.

**Question from ST: If you have feedback on social distancing do you need to report that to anyone?**

The Headteacher said no, they monitor it themselves. We have new signage and constantly remind children. It has been easy in Y6 as they are quite mindful of social distancing. Critical worker children are much younger and do forget.

**UPDATE:** We recently have had a call from an LA officer who asked me if we had everything in place for us to open. Each school has an assigned officer (not an SIO) and our officer is Clodagh Freeston, the Service Manager for Education Strategy, Planning & Improvement. At the weekly LA Delegates & Officers' Virtual Meeting that I attended as the local Head delegate last Thursday, we were informed that our LA officer will be re-contacting us during the forthcoming week (8 June) to check how the re-opening has gone and whether we have any unanswered issues.

The Chair noted that updated guidance says that 15 minutes of contact at under two metres is needed for virus transmission which is reassuring if brief contacts do happen.

A staff briefing was held yesterday on organisation and the curriculum as well as a briefing in each classroom. Written guidance has been given to staff and guidance for essential visitors has also been produced. Staff took the children through the guidance on subjects like going to the toilet, break and lunch. The Headteacher is pleased with the arrangements so far.

#### **6) LA Building Extension Update**

The Headteacher attended several virtual meetings with the LA and Tom Robinson. The plasterboard has arrived so that is the next job and colours have been chosen for the toilets. Work is moving forward.

**Question from ST: Is the build still on schedule?**

The Headteacher said they are looking at finishing in mid-July.

**Question from ST: If classes are done by mid-July what is the plan for the playground?**

The Headteacher stated that work on the playground needs to be done quickly as we were given £20k from the LA which must be spent by 31 August.

**Question from ST: What is the timescale for the playground as it is crucial for social distancing?**

The Headteacher reported that if we can get it done in the summer holiday we will do. We already have quotes.

**Question from PC: If it goes right to the wire could you pre-pay if necessary?**

The Headteacher explained that even if we cannot get the equipment installed quickly he would feel able to pay if it was delivered and on-site.

**Question from ST: Will the playground surface be done as well?**

The Headteacher noted that some but not all of the surface will be done. Originally we were promised £40k but that was reduced to £20k and there is not enough in the budget to do it all. Graham Pugh has suggested a 3G surface on half the playground rather than tarmac as the value and usage will be better.

#### **7) Decision on Further Guidance After SIO Visit**

The board was asked to consider whether further guidance is needed on governance, think about where their skillsets might be lacking and what support or training they

need next.

Dan Lambert has joined the LA from HMI for one year. The Headteacher spoke to our previous SIO Mandy Gard (who has retired) and she sent best wishes to FJS and said she loved coming here and was so pleased at the direction of travel and amount of work done.

The Chair noted that governor meetings are sound in terms of asking questions etc but visits may be an area to improve and governors may need to be more present and specific in their own key roles.

Triangulation has not had the same focus lately and although governors know how to carry this out they need to consider whether they have the time. All governors were asked to consider their commitments, time available and what they need to build an improvement plan. The clerk will email absent governors so the topic can be discussed at the next meeting.

AGENDA

### **8) Safeguarding**

A report is on the Drive including CPOMs. BB, Robin Hayes and Tracey Rankin have made calls as DSLs. We are contacting 42 vulnerable children regularly, with child protection children contacted every day, some children two or three times a week and some once a week since the closure.

We have received five calls from parents to our urgent mobile phone, all about FSM vouchers. There are five children on the child protection register, three are children in need, two have a team around the family and three are looked after in special guardianships.

#### **Question from PC: Are you encouraging these vulnerable children to attend school?**

The Headteacher said yes, they continue to offer places but they have mainly been turned down. One Y6 child on child protection has returned.

The Deputy Head met a child on CP who was going to return for Mondays, Wednesdays and Fridays but the parent refused to send the child today. The child was given a pack of work three weeks ago but they were last on Times Tables Rock Stars on 7 May.

The Deputy Head met the parent today but they do not answer the phone. The parent is now supposed to text and we will text her every day. A social worker is also involved and the younger sibling is not attending the infant school.

#### **Question from PC: Are children's services aware of your concerns?**

The Deputy Head confirmed that they are and she emails the social worker every Friday. It is the parent's choice.

The Headteacher stated he updates a weekly spreadsheet for the LA. Five out of 42 children are called every day, 10 three times a week, 10 twice a week and the rest once a week so it is about 130 calls.

Since lockdown started we have ordered £22,170 worth of FSM vouchers for our parents. Originally we were not supposed to order vouchers over half-term but the DfE u-turned on this. We order four weeks of vouchers at a time with the next order to be placed during the week of 22 June.

#### **Question from AP: Will the children get vouchers even when they are in school?**

The Headteacher said yes, because they were ordered two weeks before half-term before they knew about the expanded provision. The child should not get a FSM and a voucher if the child is back in school so they will see what happens before 22 June.

We received three police reports with one rated amber by the MASH team. These included domestic violence.

## **9) Policies**

Governors approved the amendment to the behaviour policy. The lettings policy is unchanged and was approved.

The sex and relationships policy has had a major update as the law on RSE changes from 1 September and we have brought our policy in line with the law, overseen by Zoe O'Shea.

**Question from AP: Is the policy standard across the LA?**

The Headteacher said no, FJS has updated it and there is no standard LA policy.

Governors approved the sex and relationships policy.

We were awaiting an updated SCC information sharing protocol but have still not received it. Governors approved the current unchanged information sharing protocol.

## **10) AOB**

**10.1 Question from PC: Could you let us know when it is safe for governors to visit?**

The Chair explained that she will visit tomorrow and will discuss governor visits with the Headteacher.

**10.2** The kitchen will make cooked meals from this Thursday, with staff back to work today and receiving a delivery tomorrow. There will be a slimmed-down menu with two choices.

**Question from PC: Will they cook just for FJS or other schools as well? For how many pupils?**

The Headteacher noted they will cook for FJS and the infants who have nursery, YR and critical worker children attending. He is not sure how many infant children are attending but the school is quiet. They are in bubbles of 10. Y1 are not in yet but some nursery children are in (some part-time) plus some YR and the critical worker group.

## **11) Time and Date of Next Meeting**

The next whole governing body meeting is on Tuesday 7 July 2020 at 3.30pm.

*The meeting closed at 4.10pm.*

<b>ACTION POINTS FROM 2 JUNE 2020</b>			
	<b>Action to be completed</b>	<b>By whom</b>	<b>By when</b>
<b>A</b>	Attend assemblies to talk about the role of governors and give termly updates on governance.	All govts	TBC
<b>B</b>	Write a health and safety report once a term.	BS	End summer term
<b>C</b>	Attend one visit between meetings plus events emailed from BB. Clerk to email date reminders.	All govts/ Clerk	Ongoing
<b>D</b>	Attend one staff meeting this term (Wednesdays at 3.30pm). Email BB/JPD in advance.	All govts	TBC
<b>E</b>	Confirm dates/times from leadership cycle and send to governors regularly.	Clerk/BB	Ongoing
<b>F</b>	Review SEND report with Robin Hayes.	NW	7 July 2020
<b>G</b>	Write up outstanding governor visit report on Herne Bay School.	KM	7 July 2020
<b>H</b>	Ask all governors if they received enough guidance from Mandy Gard.	All govts	7 July 2020
<b>I</b>	Write a report on Mandy Gard's visit.	KM/NW/JPD	7 July 2020
<b>Agenda Items for Future Meetings</b>			<b>Date</b>
	Discussion on support needed after Mandy Gard's visit	All govts	7 July 2020
	Presentations from Robin Hayes/Holly Cleveley on SEND/more and most able	Robin/Holly	TBC
	Look at history from infant school to Y6	All govts	TBC
	Update on building extension	PH	Ongoing
	Performance against SIP targets	All govts	Ongoing
	Agree newsletter updates on the budget, decisions made and governor roles	All govts	Once a term
	Safeguarding (standing item, to include CPOMS reports, safeguarding meeting summaries and accident reports)	PH	Ongoing