



ALFRED SUTTON PRIMARY SCHOOL
Minutes of the Virtual Meeting of the FGB
Wednesday 24th March 2021. 7pm

Present: Faruq Bilbe (Chair); Robert Howell; Ian Church; Dave Dymond; Attia Rafiq-Sharif; Julia Wordsworth;

In Attendance: Rachel Lawson; Alice De Croos.

Apologies: Sara Fincham-Majumdar; Laura Kerr; Richard Watson.

Did not attend: Adedayo Benson; Yota Dimitriadi.

Clerk: Deborah Savage

Agenda Item	
	This meeting was held virtually to comply with Government guidance to limit contact during the COVID-19 pandemic. At this point in the year the country was approaching the end of the 3 rd lockdown and schools had only recently re-opened to all pupils.
1	Apologies. Apologies had been received from Sara Fincham-Majumdar and were given at the meeting for Laura Kerr and Richard Watson. These were accepted. Permission was sought to record the meeting for the purposes of the minutes. This was given and the meeting was recorded.
2	Declarations of Interest. Governors were reminded to declare any declarations – none were declared.
3	Minutes of the previous meeting. <u>16th September 2020:</u> These minutes had been circulated in advance of the meeting and were accepted as a true record. The actions from this meeting were reviewed: <ul style="list-style-type: none">• Declarations of Interest had been completed on Governor Hub• Register of Certifying officers was signed but has since been superseded. This is an item on this meeting agenda.• Not all Governors have declared they have re-read part 1 of KCSIE – ongoing.• Disqualification declaration – ongoing.• Training course information was circulated and is updated regularly.• Letter of thanks was sent to staff by the chair with contributions from governors.• Local traffic consultation working group did not meet due to Covid-19. The meeting was informed that there is due to be a meeting in April and also that Crescent Road has become a local election issue.

	<ul style="list-style-type: none"> • The head received mental health resources (along with resources sent by RBC). • Self-evaluation is ongoing. <p><u>FGB Workshop 21st October 2020:</u></p> <p>The minutes from this workshop meeting had also been circulated in advance and were accepted as a true record.</p> <p>Actions were reviewed:</p> <ul style="list-style-type: none"> • Attendance figures for disadvantaged children were circulated and have been updated for this meeting to reflect the current situation. • Governors assisted with the promotional school video. <p>ACTION: Governors were informed that RBC have asked the GB to complete a survey about training and all were asked to make sure that their training records in Governor hub are up to date.</p>
4	<p>Matters Arising and review of actions.</p> <p>There were no additional matters arising.</p>
5	<p>Chairs Report.</p> <p>The Chair gave a verbal report to Governors. He had been asked to counter sign payroll for the last 3 months as it was above the signing limits. The latest Resources meeting had discussed raising the signing limit amount to £250k.</p>
6	<p>Head Teachers Report.</p> <p>The Head has written a series of short reports to Governors while the school was open during lockdown to only some children and another was distributed via Governor Hub prior to the meeting updating Governors on the situation in school since the full reopening.</p> <p>The head gave a verbal report with additional information.</p> <p>The school has been informed that two staff will be leaving at the end of the academic year – there may be others. This information is to remain confidential until the wider school community has been informed. Unfortunately, one class bubble had to isolate just days after returning to school due to a case of Covid.</p> <p>The school was fortunate to be offered spare vaccines by a vaccination centre and was able to secure vaccinations for all remaining staff who wanted them. All staff who wanted a vaccination have now had their first dose. This does help the school with their Risk Assessment and re-opening plans but it has led to a temporary increase in the number of staff sickness days due to the after effects of the vaccine.</p> <p>The school is currently working on a report outlining the spending of the catch-up funds received from the Government. This is due to be completed shortly and will be circulated to Governors and posted on the school website to comply with the publication requirement. Governors were informed that the third instalment of the funding is expected soon and that the total amount received will be £49K. It is possible that there will be additional payments yet to be confirmed by the Government. The catch up funding has enabled the temporary recruitment of two experienced LSAs to support the delivery of Quality First Teaching and small teaching groups in Year 2 and</p>

6. The school is confident that they have made good use of the catch-up funding and that they have created a robust model that will be sustainable going forward. The delivery of the ELSA programme is also happening school wide.

The Head's report to Governors included attendance figures.

Governor Question: The attendance figures show a large proportion of unauthorised absence in some years – especially years 5, 3 and Nursery/Year 1. Yes – there are unauthorised absences, but some children have yet to come back from shielding; some went overseas and are quarantining. Our figure of 95% attendance is broadly in line with the Reading average. We recognise that many of the unauthorised absences are amongst our PP children and our welfare officer is making contact with these children to check on individual family circumstances. We are not being too proactive in chasing absences at the moment -we will review the situation after the Easter break.

Governor Question: Have you seen much resistance to returning to school? No – children are pleased to be back.

The Head informed the meeting that the school had had several children join recently with special needs – some of them with significant special needs and this was causing additional challenges for staff.

Governor Question: Did these children arrive with EHCPs in place? No- they came without paperwork, which may be due to Covid. We are putting together paperwork about these children – which is an additional challenge.

The school has re-opened wrap around care and may be able to re-start some clubs during the summer term.

Governor Question: What is the take up of wrap-around care? It is quite strong and worthwhile running. There are approximately 30 children in after school provision as opposed to the usual level of 45 or 50.

The Head informed the Governing Board that while the school was continuing at present with a staggered start and end to the school day, this was placing pressure due to a squashed lunch break. The school plans to review staggered starts and ends after the Easter break in an effort to relieve this pressure.

Governor Question: If you plan to re-start some clubs, how do you plan to maintain the bubble system? Clubs will not resume until after the May half term break if they do resume and we plan to discuss their safe operation in the first half of the summer term.

Governor Question: For children in the bubble who were sent home to isolate and those who have not yet returned – is home learning continuing for these children and how has the transition been for them? A parent who had a child in the affected bubble confirmed that work was posted on the learning platform for children swiftly

	<p>and that it was well-handled by the school. There is another child who is isolating who has a bespoke package and joins in some lessons via Zoom.</p> <p>The Chair thanked the Head for his report and for all the updates that had kept Governors informed on the situation in school.</p>
7	<p>Committee update from Resources.</p> <p>a) Ratification of signing limits. As previously discussed in the meeting the GB was asked to approve the raising of the signing limit to £250K. DECISION: The FGB was asked to ratify this and this was unanimously approved by the GB. ACTION: The chair will sign the updated Register of Certifying Officers.</p> <p>b) Approval of cancellation of RCC Budget meeting to be replaced with single FGB/Budget meeting. The date for submitting the budget has been extended to give schools more time due to the impact of Covid and it is proposed that instead of holding a RCC meeting to discuss the budget which is then reported to the following FGB, a single FGB meeting is held at which the budget will be discussed by all Governors. DECISION: this was approved by the GB.</p> <p>The RCC chair also informed the meeting that the RCC had approved the 3rd Quarter Revenue and Capital budgets and the Audit report. The RCC had also approved the buy-back services which remain unchanged from the previous year.</p>
8	<p>Committee update from PEC.</p> <p><u>Monitoring during the summer term.</u></p> <p>It had been intended that Governors should go into school and carry out a “book look” during the spring term, but this was not possible when the country was put into its third lockdown at the start of January. There was some discussion about the best way for Governors to carry out their duty to monitor academic progress in school whilst maintaining Covid-19 security. It was suggested that a “book look” be planned to take place in the second half of the summer term (even if this subsequently proved not possible due to further Covid-19 restrictions). ACTION: the school would suggest some suitable dates via email so that plans could be arranged.</p> <p>It was felt that there was not much more that could be planned as the school is still reacting to changes and challenges posed by Covid-19 (such as the very recent bubble isolation).</p> <p>Governor Question: We have scheduled a PEC meeting on 5th May – what to we want to do about this? It was decided to postpone this meeting until the second half of the Summer term.</p> <p>At this point the school informed the GB that discussions had been taking place about using the school as a polling station for the upcoming local elections and agreement has been reached to go ahead with these plans. Measures are being put in place to ensure thorough cleaning of the premises afterwards which includes the “fogging” of rooms used.</p>

	<p>Governor Comment: Governors looking at books should understand that books will not be as “pretty” as they have been in the past due to all the disruption and that perhaps Governors should also be looking at issues such as online learning support and issues outside the academic such as ELSA support. It was also suggested that some way of hearing the student voice directly from the pupils – perhaps children meeting outside with Governors might be investigated too.</p>
9	<p>Publication of catch-up funding spend report. This item was discussed earlier in the meeting.</p>
10	<p>Governor posts. David Close has now left the GB as his 4 year term of office has ended. He was thanked for his significant contribution to the school over the last 4 years. This means that the GB now has vacancies for 2 Parent Governors and 1 Co-opted Governor. The need to do a skills audit to inform of skills gaps before recruiting new governors was discussed. It was agreed that seeking nominations to fill the parent governor posts could wait until after the budget had been sent off to RBC but that ACTION: the school would give thought to how a parent election could be held safely and securely (should one be needed) for discussion at the next FGB.</p>
11	<p>Issues for Parents/Confidentiality. Governors were reminded that staffing issues remain confidential for the time being. Parents would be informed of the parent governor vacancies during the summer term with information about the role in the hope of attracting nominations.</p>
12	<p>AOB Governors were informed that the SFVS needs to be signed prior to its submission. AB and IC had previously agreed to do this and ACTION: the bursar would email suggested dates to them to go into school to do this.</p> <p>A governor unable to attend the meeting had asked the clerk to pass on her thanks to the school. The Clerk read out the message from the Governor: <i>Please could you pass on my thanks to the team at ASPS for not only managing the home learning so well during lockdown but for helping the children feel excited to arrive back- parents I have spoken to have indicated that the transition has been easier than they anticipated and that their children are delighted to be back learning with their peers and teachers.</i> The Chair thanked the staff for their efforts in making sure the children had a smooth transition back to classes.</p>
	<p>Date of next meeting: Scheduled for 28th April 2021.</p>

Meeting closed at 20.05pm

New Actions:

Action:	Owner:
All Governors to make sure that their training records in Governor hub are up to date.	All
Chair to sign the updated Register of Certifying Officers	FB
“book look” date suggestions to be sent by email by SLT	SLT/IC
Possible parent elections plans to be discussed at next FGB	AdC
Date to sign SFVS to be arranged / signed	AdC/AB/IC

Items circulated to the Governing Board since the last FGB:

Training information:

- Webinar on Remote Learning
- HTPM training for Governors
- RBC Governor Services Training brochure
- RBC Governor Briefing information
- SEND briefing for GB
- Safeguarding Audit training
- RBC Directors Briefing Autumn term
- Webinar on supporting pupil wellbeing
- RBC Governor training courses updated and new courses info
- Directors Briefing Jan 2021
- Directors Briefing March 2021
- RBC training events March 2021
- Minutes form the meeting of the School Meals Board
- Information and resources on Racial Equality Training.

Covid situation updates December 2020

Benchmarking information

School situation updates: Jan 2021/ early Feb 2021/late Feb 2021/March 2021

BFFC Governor Services newsletter December 2020

BFFC Governor Services newsletter February 2021

Re-opening the school March 2021 Risk Assessment

Letter to parents on school re-opening arrangements March 2021

Attendance at FGB meetings 2020/21 (two virtual meetings to date)

Faruq Bilbe	2
Robert Howell	2
Adedayo Benson	1
Dave Dymond	2
Dave Close	1 of 1 possible meeting
Ian Church	2
Yota Dimitriadi	1
Sara Fincham-Majumdar	1
Attia Rafiq-Sharif	2
Richard Wilson	0
Julia Wordsworth	1
Laura Kerr	0 of 1 possible meeting