



# MINUTES of the meeting of the Governing Board, Onslow Infant School Held on 7<sup>th</sup> July 2020 at 7pm via ZOOM

*Present:*

Amanda Pardoe	AP/HT
Claire Morris	CM
Jessica Sinclair (from item 3)	JS
Katherine Donlon	KD
Katy Peters	KP/CHAIR
Roberta Guerrina (from item 3)	RG
Rosamund Marsden-Farmer	RMF
Samantha Merchant (from item 3)	SM
Steven Hill	SH
Tim Bevans	TB
Tony Lau-Walker	TLW
Will Salmon	WS

<i>In attendance:</i> Stacey Reynolds	SR
Sarah Churchill	Clerk

		Actions
<b>1</b>	<b>APOLOGIES FOR ABSENCE</b> Ashley Harris was not present and no one had heard from him. The clerk would check on his welfare.	CLERK
<b>2</b>	<b>DECLARATION OF INTEREST</b> None	
<b>3</b>	<b>Declaration of Confidentiality &amp; Professional Negligence</b> Were read	
<b>4</b>	<b>INTRODUCTION</b> The Chair noted how strange the recent events of the covid-19 pandemic had been and how fantastically AP and SR have dealt with the situation. The Chair also welcomed Katherine back from maternity leave.	
<b>5</b>	<b>CONSTITUTION OF THE GOVERNING BODY</b> <ul style="list-style-type: none"> <li>The Chair explained that CM, WS and AH joined the Board during this pandemic. She thanked them for attending committees and their contributions via email. All agreed that the rest of the board will be able to offer them more support and guidance next year as things become more 'normal'</li> <li>KK stood down as a co-opted governor. She has offered to assist with any GDPR issues should the board wish to consult with her. The Board thanked her for her support</li> <li>SM and JS were co-opted to the governing board for another term. RG was co-opted to the governing board for her first term. The clerk confirmed the safer recruitment process had been carried out.</li> <li>There is one Parent Governor Vacancy. An election will be held early in Autumn Term to enable the governor to be on board for the Autumn 2 FGB</li> </ul>	CLERK



6	<p><b>CHAIR'S ACTIONS</b></p> <p>None</p>	
7	<p><b>GOVERNANCE AND LEADERSHIP COMMITTEE</b></p> <p>KP asked the Governance and Leadership Committee to update the board on any actions taken. There were no updates on any actions taken by the Committee.</p> <p>TLW gave a review of the usefulness of the committee explaining that it had allowed a quick response to the situation but it did mean that there had been some discussions around a wider issues of a nursery that would now need to be discussed in this meeting to ensure all had the relevant information.</p> <p><b>TB asked</b> whether will there be minutes of the discussion that had taken place. KP replied there will be some records of emails and her own notes will be written up and added to the GVO in due course. The minutes of the formal committee meeting are already available on the GVO. However much of the process was providing support in real time in the form of a sounding board between chairs and SLT and there is no formal record.</p> <p><b>KP asked</b> governors to decide whether to continue to delegate powers to the Governance and Leadership Committee until September meeting to allow for an urgent decision making over the summer holidays</p> <p>There was a very lengthy discussion about whether to continue to delegate powers to the Leadership and Governance Committee and whether to set a date for an additional committee meeting. <b>All were in agreement</b> that the committee would remain in place with delegated powers until the ABM when its purpose could be reviewed. No meeting date was set for the committee.</p> <p>The following points were clarified;</p> <ul style="list-style-type: none"> <li>• That the committee was very useful during the pandemic as it was a nimble group that remained transparent but it was easy to ensure it was quorate. As things returned to normal it would have less use as matters could be decided by using Chair's actions and at normal FGB meetings.</li> <li>• Schools closures were likely to be dictated by central government or the local authority and in normal school closure situation the Head Teacher would phone the Chair for a short discussion to inform them of the decision. It was not something that would be decided by a committee</li> <li>• That all governors would receive an email invitation to any formal meetings of the committee, if another one was needed, to ensure transparency of decision making.</li> </ul>	
8.	<p><b>Head Teachers Report</b></p> <p><b>Numbers of children in school</b></p> <ul style="list-style-type: none"> <li>• About 56% of school on site. Each class has a bubble of 15 and there are 2 critical worker bubbles. The school has also welcomed back some year 2s to give transition/closure. It has been really positive to see lots of happy children.</li> <li>• The school only had to turn away 6 children that wanted to return from the class bubbles. They were all given the option of being in the critical worker bubble but some parents didn't want their children with unfamiliar staff at this stage.</li> </ul>	

- Feedback from parents has mainly been positive and there has been very little kick back about the decision made.

#### **Pupil and Staff Wellbeing**

- The school had focused on vulnerable children and had managed to get most of the children there were concerns about to return.
- In terms of Staff wellbeing, AP reported that there were 4 shielding support staff. Each had been allocated to a year group to respond to homework and emails for home children at home as teachers had returned to the classroom. One member of staff has come back on a phased return. All the staff will return in September save for one who as on a fixed term contract and one member of staff who has made the decision to avoid the risk of covid-19 due to their health.
- KP said that governing body sent a thank you note to each member of staff to thank them for their efforts during this time.

**Risk Assessment** - There hadn't been any significant changes to the risk assessment. However, SCC had distributed a new risk assessment form the previous night. It did not look that different and therefore should be easy to work through in preparation for September. Changes would be posted on the GVO

**Sports Premium** - AP explained that there was a lot Sports Premium sitting in the budget and this can be carried over. It is tightly ring-fenced but work is taking place to make sure the money really benefits the pupils. The Bursar was still waiting to find out what if we are able to claim any funds relating to Covid-19 as some of the premium had been spent on sports holiday clubs for critical workers.

**Admissions** -59 allocated (57 have accepted) 1 we are still waiting to hear from and another 1 who hasn't been allocated a place but wants to come to our school. **JS commented** that this was a more positive picture than last year.

**Attainment** - There is no current attainment data as it's not possible to assess home learning as we do not know the level of parental support. The March figures have been passed onto year 3 schools and we have our normal in-house data for internal transitions. Teachers will (need) to reassess in the autumn term (observations, not formal tests). Teachers have already started to assess the children that are back on site. Some children have made huge progress as they have had good quality 1 to 1 support. Others have made less progress as the home situation did not support learning.

**Attendance** - isn't monitored and with no national compulsion to attend it has meant parents have been flexible with schooling. Attendance would be monitored again in September

**Behaviour** –incidents in school have reduced as there are less children in school. AP informed governors there was one online hacking incident that the school have logged as a behaviour/bullying incident, although the term bullying was not used by any of the involved parties. The hacking was a very low level of silly behaviours. It is important to note that it was intercepted quickly and our platform was very good at finding the IP address. This was a learning exercise for the school as the behaviour happened whilst under parental supervision, out of school hours and using their own resources. As increased use of online platforms could become the new normal the school need to develop our behaviour guidelines and processes to reflect this.

**External Links** - Guidance has now come out about afterschool clubs and they can run from September. It has also said that Summer clubs can run. The clubs in autumn may need to be limited but this is still positive news as the school will not miss out on the income. The HT has

been liaising with the clubs to ensure they have their own robust risk assessments in place and can run safely.

**SEF - AP reported** that the final areas of the SEF had been completed as agreed and it now aligns with the new Ofsted framework. The newly updated sections for this report were sections 4 and 6. Governors should note that quite a lot of areas were already highlighted as there are lots of things the school does well. However, it is clear there are areas that the school needs to develop. In response to the recent press coverage on BLM the school would be reviewing our curriculum to ensure it is more diverse. This will link in with PSHE and RSE in particular and will form a large focus next year.

Early Years still has its own section. Again, much has been achieved in this area but there is still more that can be done. The baseline assessments which were due to start in September have been postponed. However, the trial of the new curriculum is still happening and the school will still be part of that. The school is also looking at the achievements made in early years and talking early years focus across the whole school.

**AP concluded** that now the SEF is complete it is something for governors to take hold of and really run with. It is important to refer to the SEF when they plan their visits and use the SEF - checking to see if the school is good where we say we are and look at what plans we have in place to improve in other areas and whether these are having an impact. **ALL GOVERNORS**

**ALL**

**Learning** - Currently the focus is on Transition. The HT is conscious it's not as good as it would normally be, however the school has done the best we can. Over the last two weeks children would be invited to story time with new teacher via zoom and onsite goodbye meetings or zoom meeting or videos for those who could not attend in person.

Transition will be key for September and plans are being made for the new reception class.

#### **Safeguarding**

- During lockdown the school has been using CPOMS, an online safeguarding tool. This has been very useful as school could see reports from wherever they were located. It was a free a trial and the school is unable to afford it for next term. However, the safeguarding leads have learned from using this tool how to work more as a team effort and everyone. Half termly meetings for the DSL and DDSL have now been set up.
- In relation to children and parents, a lot of the home learning has had an e-safety slant and the zoom meetings had behaviour guidelines to promote e-safety.

#### **Questions in responses the HT written and verbal reports**

**TB asked** how effective the woodland school is. **AP explained** that there are many children who struggle in class who are given an opportunity to demonstrate their skills more in the woodland area. They may not speak out in class but their enthusiasm and love of learning shows up in the woodland. The woodland school leader will be working with teaching staff to develop taking far more of whole curriculum outside in order to capture that enthusiasm but still cover the needs of the curriculum. This would also be useful for infection control as it is in an outside environment.

**TB asked** why there had been no fire drill this summer term. **AP replied** that the children were very anxious about covid-19 and it was not the right time in terms of wellbeing. The school had talked through the procedures with staff. It is also very near the end of term and as the bubbles will not be same in September and the year 2s will be leaving us it will be more practical to do this the new academic year.



	<p><b>TB also noted</b> that there had been a lot of Training taking place during the lockdown <b>and asked</b> how this has been recorded for their CPD and how the training fitted with the school's needs. <b>AP explained</b> that SLT had produced a Termly Planner and each week had focus and gave an area of training for staff to complete. All the teachers and support staff reported to SLT when they had completed it and a log will be produced. In addition staff have fed back any useful items from their training during virtual staff meetings and this is evidenced in the minutes.</p> <p><b>TB also noted</b> that his neighbour's child will be joining the school in September and has given good feedback about the communications and plans they have received.</p>	
<p><b>9.</b></p>	<p><b>Recovery Curriculum for September / Children and Learning Committee</b></p> <p><b>AP explained</b> that initially the focus will be on well-being but that it is too early to know what form this will take as we need the children in and to carry out some assessments to see where they are and what is needed and take on any government guidance.</p> <p><b>JS asked</b> whether an early meeting of the C&amp;L committee would be beneficial. AP explained that it would be too early to answer the questions. It was <b>instead agreed</b> that link governors would be confirmed at the ABM and these governors would meet virtually with their subject lead to discuss what is in place to help the children on their return. There would be a need for new links such as PSHE/RSE to ensure this happens. It was <b>also agreed</b> that the head and JS would work together to create an annual plan of visits that related to the SEF so they had a clear purpose that supported effective governance.</p>	<p><b>ALL</b></p> <p><b>JS/KD</b></p>
<p><b>10.</b></p>	<p><b>Update on PAN</b></p> <p>SCC has agreed to consult on reducing PAN and have suggested an agreement for the school to sign. <b>Governors agreed</b> to reply to SCC with the following wording which is less binding on the school. In particular it is not in the schools power to agree to expand as it would need a consultation and that as there are no timescales or even it is not known what a bulge class could involve it is not sensible to agree to take on any costs</p> <ul style="list-style-type: none"> <li>• The Governing Body of Onslow Infant School agree that, should the level of demand for Reception places in Guildford cause <i>Surrey County Council to request that Onslow Infant School to</i> admits a bulge class into Reception year from September 2022 or subsequent years, <del>that</del> they will <i>consider such a request at an Extraordinary General Meeting at the earliest opportunity.</i></li> <li>• The Governing Body of Onslow Infant School will also agree that, should the ongoing level of demand require it, <i>an Extraordinary General Meeting will be convened to consider making a request for consultation as to whether the school will may expand back to a PAN of 90 places.</i></li> <li>• The Governing Body of Onslow Infant School agree that, <i>before accepting any requested bulge class or expansion, it will determine whether it will can be accommodated by utilising existing classroom space, and therefore there will be no will notify Surrey County Council immediately if any additional building works will be associated with these requests.</i></li> </ul>	<p><b>KP</b></p>
<p><b>11.</b></p>	<p><b>Update of key issues discussed at the Finance Committee</b></p> <p><b>SM updated</b> the Board on key issues from the Finance Committee. She explained that the main issue for governance was to review the staffing structure and this had been recommend by the Surrey Finance Consultancy. <b>Governors agreed</b> to conduct a review of the staffing structure between governors and the Head Teacher in the autumn. TLW added that staffing costs were 90% of the schools budgets which are too high and need addressing. Discussion then moved onto the nursery proposal.</p>	<p><b>FSP/HT</b></p>



## Nursery Proposal Update

**AP reported** that prior to lockdown the school looked at the prospect of a nursery as educationally it would benefit the children to have a good start and allow us to identify needs early and put support in place. It would also help draw parents to the school and assist with finances.

AP had met with an Early Years leader at SCC. She had talked positively about the idea and suggested using the planning levy to help set this up and felt there was a local need. SCC agreed to carry out a feasibility study. However, due to the pandemic the Early Years team were re-deployed and no further work was undertaken by SCC.

AP has followed this up and SCC declared that they are not supporting a nursery at the moment and would reassess next year. SCC were worried that other local nurseries have been badly impacted by Covid-19 and it was not a good community solution to open a new nursery which could end their business. They had also discovered we were consulting to reduce PAN and queried whether the school could support a nursery as there was not necessarily a demand for one and it would not be full.

**TLW added** that the SCC response was a bit confused - both saying there was no demand and too much demand. One of their main concerns was if we did develop a nursery, and then there was a population increase in the area meaning we have more pupils in school, we would be in a position of having to move the nursery to another premises. TLW pointed out that this issue was not actually part of Surrey's remit and that was within the board's power.

**JS asked** whether the limits around taking on a bulge class as proposed by SCC mean we only have one classroom available to operate a nursery from. **AP confirmed** that the school could accommodate 1 bulge class every 3 years without an impact but increased PAN beyond that would impact on any nursery proposal.

**TB highlighted** that the Bungalow could be a potential facility in the future - so it was not necessary to be straightjacketed by this premises issues. **TB added** that he respects that the Bungalow is currently a home. **KD confirmed** that South Farnham has moved the caretakers off site and utilised the home for education purposes.

**WS asked** whether SCC had taken into account The Blackwell site. This was meant to be having a 2-form entry primary school however with 1800 homes there could be a lot of families looking for education. **AP responded** that SCC haven't divulged their thinking.

**JS suggested** that this is something that the school needs to push back at SCC as they have never provided any data to say where the extra pupils are coming from. This has financially harmed us year after year. KD said that is part of the feasibility study that SCC were intending to prepare but have said they are not supporting at this time.

**TLW suggested** that therefore the Governors needed to return to SCC in September with a proposal for a nursery which would raise funds (when they might be less stretched by the covid-19 response)

**TB asked** whether the school had an option to pursue a private nursery without SCC's backing. **AP confirmed** that she had asked SCC this exact question and is awaiting the response.

**TB asked** some further questions about the finances regarding the nursery. **He queried** whether using existing teachers was an expensive way to resource the nursery. **SM responded** that the



	<p>aim wasn't to staff the nursery using teachers as they had already been reduced through natural attrition. It might however allow TA's and SEN TAs to move across and there were initial set up costs. <b>TB highlighted</b> this could lead to significant retaining costs as the TA's wouldn't have the skills. <b>AP</b>, the current early years lead, <b>explained</b> that the idea was she would set up the nursery and retrain the staff. <b>TLW pointed out</b> that the nursey would not make £80,000 profit and would only go part-way to offsetting costs so a staffing structure review was needed whatever the situation going forward. <b>KD re-iterated</b> the school was not in a position to forge ahead with a nursery until the PAN situation is resolved.</p>	
<p><b>12.</b></p>	<p><b>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2020-2021</b>  The following appointments were agreed:</p> <ul style="list-style-type: none"> <li>• Co-Chairs – KP /TLW</li> <li>• Vice-Chair –JS</li> <li>• Governor responsible for liaison with the LA in the event of allegation against Head Teacher KP/TLW</li> <li>• Child Protection/Safeguarding/ Looked After Children – TB</li> <li>• Special Education Needs and Disability (SEND) - RG</li> </ul>	
<p><b>13.</b></p>	<p><b>COMMITTEES</b>  Membership of the following committees was confirmed as follows:</p> <ol style="list-style-type: none"> <li>a) Children &amp; Learning Committee - JS, AH, RG, TB, KP, AP, KD,</li> <li>b) Finance Committee SM, WS, TLW, SH, CM, KD</li> <li>c) Pay Committee - SM, TLW, KD</li> <li>d) Pay Appeals Panel - KP &amp; TB</li> <li>e) Head Teacher's Appraisal Panel - TLW &amp; KP</li> </ol>	
<p><b>14.</b></p>	<p><b>MEETING SCHEDULE FOR ACADEMIC YEAR</b>  Autumn Term will commence with virtual meetings that will start at 19:30. Meeting dates:</p> <p><b>Full Governing Body</b></p> <ul style="list-style-type: none"> <li>• 16<sup>th</sup> September 2020</li> <li>• 2<sup>nd</sup> December 2020</li> <li>• 25<sup>th</sup> March 2021</li> <li>• 22<sup>nd</sup> April 2021</li> <li>• 7<sup>th</sup> July 2021</li> </ul> <p><b>Children and Learning Committee</b></p> <ul style="list-style-type: none"> <li>• 25<sup>th</sup> November 2020</li> <li>• 10<sup>th</sup> March 2020</li> <li>• 23<sup>rd</sup> June 2020</li> </ul> <p><b>Finance, Staffing and Premises</b></p> <ul style="list-style-type: none"> <li>• 14<sup>th</sup> October 2020</li> <li>• 18<sup>th</sup> November 2020</li> <li>• 3<sup>rd</sup> February 2020</li> <li>• 31<sup>st</sup> March 2020</li> <li>• 16<sup>th</sup> June 2020</li> </ul> <p>Governors noted that as some items from the ABM have been discussed as this meeting, it will allow time to have some fuller discussion at the ABM if needed regarding PAN and nursery proposals.</p> <p>Governors also noted that there was 'space' in January time to hold an extraordinary meeting if needed.</p>	

