



## Minutes of Governing Board (GB) Meeting 40

Held on Thursday 24<sup>th</sup> September 2020 Virtually (via Teams)

### Present:

Governor Category	Name	Additional Information	End of Term
Ex-officio	Matthew White (MW)	Headteacher	Ex-officio
St Mary's Hampton PCC nominee (7)	Revd. Alan Jackson (AJ) Vera Macrae (VM) Kel (Michele) Razza (KR) Revd. Ben Lovell (BL) Hilary Hart (HH) Andrew Parish (AP)	Chair, Teaching & Learning Committee Vicar, St Mary's Hampton Church; Chair of Governors Chair, Resources Committee	14 Nov 2020 14 Nov 2020 11 March 2022 Ex-officio 1 April 2024 31 March 2022
Parents (2)	Robert Hodges (RH)	Vice Chair of Governors; Vice Chair, Resources	26 Nov 2021
LDBS	Nick Woods (NW)		24 Feb 2024
Co-opted (Up to 3)	Paul Adams (PA) Sophie Tait (ST) Jennifer Walker (JW)	Chair, Personnel & Pastoral Committee	10 July 2023 10 July 2023 6 Sept 2021
Staff (1)	Amy Nesbit (AN)	Assistant Headteacher / Year 4 Teacher	13 Oct 2020
Observer	Julie Booth (JB)	School Business Manager	

**Also attended:** Clare Struthers (CS, Clerk)

**Apologies:** **Norma Beresford** (NB, PCC-nominated; end of term 14 November 2020)

**Glen D'Sa** (GD, Parent Governor, 9 October 2020)

Minute	Discussion & Decisions
429	BL <b>welcomed</b> everyone to the meeting at 7.36 pm and said that the main purpose of the meeting was to elect/appoint governors to key roles on the board and to agree the SDP for the current academic year. BL followed with prayer.
430	CS said that <b>apologies for absence</b> had been RECEIVED from NB and GD; the board ACCEPTED the apologies. CS said that JW had advised that she would be joining the meeting late, due to a work commitment. CS said that AJ was having technical difficulties and would join the meeting as soon as possible.
431	<b>Declarations of Interest:</b> BL, ST, RH, and AP said that their children attend wrap around care provided by KOOSA Kids.
432a	<b>Previous meeting held on 9<sup>th</sup> July 2020</b> <b>Minutes of the previous meeting</b> <b>Decision:</b> All governors present at the July 2020 meeting AGREED, by a show of hands vote, that the minutes were a true and accurate record of that meeting.
432b	<b>(MA 425a) Year 6 Leavers' Event</b> MW said that this very well organised, outside event, had almost been even more special,

	<p>having taken place in extremely adverse circumstances. MW said each child had received the gift of a bible from the school.</p> <p>A governor said that it had been pleasing to learn a message from one of the pioneers of the school, Revd. Derek Winterburn, was read as part of this celebration assembly.</p>
	<p><b>Governance Matters</b></p>
433a.1	<p><b>Chair of Governors Election</b></p> <p>CS said that, as stated on the agenda for the meeting, one nomination had been RECEIVED, which was from BL. CS asked whether there were any further nominations, no nominations were made.</p> <p><b>Decision:</b> Governors UNANIMOUSLY elected BL as Chair of Governors, for the 2020-21 academic year (and until the first FGB meeting in autumn 2021), by a show of hands vote.</p>
433a.2	<p><b>Vice Chair of Governors Election</b></p> <p>BL said that the nomination received from RH, as stated on the agenda for the meeting, was the only one that had been received. BL asked whether there were any further nominations; none were made.</p> <p><b>Decision:</b> Governors UNANIMOUSLY elected RH as Vice Chair of Governors, for the 2020-21 academic year (and until the first FGB meeting in autumn 2021), by a show of hands vote.</p> <p>BL THANKED RH for his support and ‘voice of wisdom’ over the past year.</p>
433b	<p><b>Notification of AOB Items</b></p>
433b.1	<p>A governor requested an update on the school development fund.</p>
433b.2	<p>PA asked to give an update on road safety outside school and the ‘School Streets’ initiative across the borough.</p>
433b.3	<p>BL said that both items would be taken at the end of the agenda.</p>
433c	<p><b>2020-21 Standing Orders, Virtual Meetings Protocol, 2020-21 Scheme of Delegation &amp; 2020-21 FGB Terms of Reference</b></p> <p><b>2020-21 Scheme of Delegation:</b> A governor NOTED that the board did not currently monitor the school’s provision of medical and dental care. BL said that this would be included in the Personnel &amp; Pastoral committee’s monitoring role.</p> <p><b>Decision:</b> Governors UNANIMOUSLY RATIFIED the 2020-21 Standing Orders, the Virtual Meeting Protocol, the 2020-21 Scheme of Delegation and the 2020-21 FGB Terms of Reference, by a show of hands vote.</p>
433d	<p><b>2020-21 Governor Roles</b></p> <p>Governors AGREED the following:</p> <ul style="list-style-type: none"> <li>● PA to attend the Exclusions Appeals training provided by AfC</li> <li>● AJ to continue as second safeguarding governor until end of term (14 November 2020)</li> <li>● NB to continue as second SEND governor until end of term (14 November 2020)</li> <li>● BL and AP to continue in finance monitoring role.</li> </ul>

	<p>Governors AGREED the members of the <b>Leadership Appraisal Group</b> as ST (chair), HH and NW.</p> <p>Governors AGREED the members of the Pay Appeal Panel, as AP, RH and KR.</p> <p>RH AGREED to be the PE link governor.</p> <p><b>Decision:</b> Governors UNANIMOUSLY RATIFIED the Governor Roles for the 2020-21 academic year, with the addition of the above, by individually confirming their agreement.</p>
433e	<p><b>Conflict of Interest Policy: Decision:</b> Governors UNANIMOUSLY RATIFIED the Conflict of Interest Policy circulated with the papers for the meeting, by individually confirming their support.</p> <p><i>AJ joined the meeting at 19:56 having apologised for his late arrival to the Clerk by email; this was due to technical difficulties.</i></p>
433f	<p><b>2020-21 Committee Structure &amp; Membership</b></p>
433f.1	<p><b>Decision:</b> The board APPOINTED the following committee chairs:</p> <ul style="list-style-type: none"> <li>- Personnel &amp; Pastoral and Pay Committee: ST</li> <li>- Resources: AP</li> <li>- Teaching &amp; Learning: VM to continue as chair for the first meeting, when the committee should discuss the chair for the remainder of the academic year; this would be PROPOSED to the November FGB.</li> </ul>
433f.2	<p>As Chair of Resources committee, AP said that the finance and site sub-committees were no longer required and therefore had been removed from the Resources committee terms of reference.</p> <p><b>Decision:</b> Governors AGREED the committees’ terms of reference circulated with the papers for the meeting, by individually confirming their agreement.</p>
433g	<p>CS said that all governors and JB should email their <b>completed declaration of interest form</b> for the 2020-21 academic year to her.</p> <p><b>ACTION ALL GOVERNORS &amp; JB:</b> Dec of Int form – email to CS by 7 Oct</p>
433h	<p><b>Governors’ Code of Conduct</b></p> <p>BL said that the ‘Breach of this Code’ section had been updated with the wording from the LDBS Academies Trust Code to explain in more detail the procedure that would be followed in the event of a potential breach.</p> <p>BL reminded everyone of the need for confidentiality and that it was unacceptable for governors to share information of the board’s discussions with the school community. BL stressed the importance of the board working together to maintain confidentiality.</p> <p><b>Decision:</b> The board AGREED to adopt the Governors’ Code of Conduct circulated with the papers for the meeting and to provide a signed copy to confirm their acceptance to the Clerk.</p>
433i	<p><b>Annual Agenda Plan &amp; Policy Schedule</b></p> <p>CS said that the main changes to the agenda plan were regarding the change in submission</p>

	<p>dates (detailed in the AfC autumn term newsletter), in particular:</p> <ul style="list-style-type: none"> <li>The Trust’s audited financial statements for the year ended 31 August 2020 must be submitted to the ESFA by 31 January 2021, but the aim should be to meet the original 31 December 2020 deadline. CS therefore stressed the importance of work commencing on drafting the trustees’ report.</li> <li>School Resource Management Self-Assessment Tool to be submitted by 15 March 2021.</li> </ul> <p>CS said that the policy schedule would be saved in the policy library on Governor Hub for governors’ reference.</p> <p><b>A governor asked whether the school had an Equality &amp; Diversity Policy.</b> MW said that Equality Objectives were set each year and while there was not a standalone policy, there was crossover with other policies regarding equality and diversity. ST said that she would be reviewing this aspect of the school’s policies following her attendance on both the Equality and Unconscious Bias training this term.</p> <p>BL thanked governors for championing the important matters of equality and diversity.</p>
<b>433j</b>	<p><b>Governor Visits</b> Governors discussed ways to hold the school to account against the school development plan, without compromising the risk assessment in place. Governors AGREED visiting the school out-of-hours to meet with MW and/or a key member of staff, and having a virtual meeting or tour of the school were potential options. <b>Decision:</b> Governors AGREED to discuss at the autumn term committee meetings, the format of the governor visit for the SDP target linked to the committee.</p>
<b>433k</b>	<p><b>Spring FGB Training Event</b> BL said that the focus being considered was ‘dealing with complaints robustly and fairly’.</p>
<b>433l</b>	<p><b>Governor Training</b> <b>Decision:</b> Governors RESOLVED that every governor should attend at least one relevant training event during each academic year in order to improve the strategic effectiveness of the board.  BL encouraged governors to review the AfC CPD schedule and to book at least one relevant training event.</p>
<b>433m</b>	<p><b>Risk Register</b> BL said the audit committee reviewed the risk register each term and therefore it was very important for committees to ensure the risk register was given sufficiently high priority on the committees’ agendas in order that it was kept up-to-date. <b>In reply to a governor,</b> CS said that the risk register was a ‘live’ document on Microsoft Teams. BL encouraged MW and JB to ensure the risks were kept up-to-date in order to maintain a constructive dialogue between the school and governors.  <b>ACTION CS/COMMITTEE CHAIRS:</b> Populate ‘risk owner’ column by November FGB</p>
<b>433n</b>	<p><b>Governor Self-Evaluations (2019-20)</b> BL thanked governors for their feedback.</p>

	<p>Governors reviewed the summary of the skills audit and concluded that the key skills gaps were legal, finance and PR/communications.</p> <p>A governor said that another potential skill gap was general operations management, particularly in terms of dealing with complaints and handling difficult situations/conversations.</p>
<b>433o</b>	<p><b>(MA 424c) Forthcoming Governor Vacancies</b></p> <p>BL said that AN's term of office was coming to an end during October and thanked her for her contribution to the board.</p> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>• Governors AGREED a staff election process should commence this term.</li> <li>• Bearing in mind the skills gaps identified (minute 433n), governors AGREED that the parent governor vacancy to be communicated to the parent body this term would request nominations from parents with legal experience.</li> <li>• Governors REQUESTED that St Mary's Church PPC take into account the skills gaps identified (minute 433n) for the three PCC-nominated governors.</li> </ul> <p style="text-align: right;"><b>ACTION JB/MW/CS:</b> Parent / Staff election process</p>
<b>433p</b>	<p><b>Governor Distribution Email</b></p> <p>CS said that Martin Hart (IT contact) had updated the settings, so that only governors had access to the governor-distribution email address.</p> <p>Governors expressed their frustration that a member of the parent body had become aware of the governor distribution email and acknowledged that this was potentially a matter for investigation.</p> <p><b>In reply to a governor</b>, CS CONFIRMED that the governors@ email address was tagged to her email address, so that she would automatically receive emails to this address.</p>
<b>434</b>	<p><b>Update on School Re-opening &amp; Response to Covid-19</b></p>
<b>434a</b>	<p>MW said that the staff team was really enjoying having all the children back in school full-time and the children were settling back into the school's routines really well.</p> <p style="text-align: right;"><i>JW joined the meeting at 20:25</i></p> <p>MW said that the staggered break and lunch times were working well and staff had been very accommodating by stepping in to cover where necessary.</p> <p>MW said that the school had taken constructive feedback from the parent body on the comprehensive risk assessment regarding operational matters around the school site. MW said that there had been some positive feedback on the school's approach from parents and priorities regarding social distancing had been reiterated through updated signage. MW said that governors had been copied into parent communications to keep them informed.</p>
<b>434b</b>	<p><b>Claim for exceptional pandemic-related costs spring/summer 2020</b></p> <p>MW said that the school had not met the criteria and therefore a claim was not submitted.</p>
<b>434c</b>	<p><b>Autumn term pupil attendance to date</b></p> <p>MW said that the attendance rate to date for the autumn term was 96.45%, only a couple of percentage points below the same time last year, which governors AGREED was very pleasing</p>

	<p>to hear.</p> <p>MW said that the children were thriving and the staff team was determined to keep the school open.</p> <p>MW said that inevitably the school would face challenges. For example, during the previous week, seven staff members had been absent, including a couple waiting for test results. MW said that being mindful of this, staff wellbeing measures had been put in place, such as giving staff the choice to do their PPA (planning, preparation &amp; assessment) at home and allowing them to leave school at 4pm if they wanted or needed to. MW said that a priority was to have measures in place to keep the staff safe and well, which was key to keeping the school open. AN added that these wellbeing measures had taken into account ideas from staff.</p> <p>MW said that generally morale was high amongst the teaching staff and his aim was to take measures to maintain that bearing in mind the pandemic was on going and there was the real potential for anxiety.</p> <p>MW said that another challenge was maintaining the health and safety measures around the school site. MW said that, for example, staff would strongly encourage parents to follow the one-way system around the school site, but would not police it.</p>
<b>434d</b>	<p><b>Breadth &amp; Depth of school's curriculum for in-school &amp; remote learning</b></p> <p>MW said that the curriculum for each year group had been adapted for the children not having been in school for over a term, particularly in Maths and English. MW said that the autumn term was focussed on bringing the children up to the level for the year group.</p> <p>AN added that the teachers were incorporating Maths and English skills into other curriculum areas in order to give the children further practice in these key curriculum subjects. AN said that the transitional unit focussed on the book 'Here we Are' (from the National Literacy Trust) had just been completed in all year groups. AN said that during this first autumn half term, children were importantly being given lots of opportunity for learning to learn again. AN said that Maths Mastery had provided guidance on skills that might need to be covered from the summer term curriculum.</p>
<b>434e</b>	<p><b>Contingency Plan for remote learning in the event of a localised lockdown or self-isolation of year group</b></p> <p>MW said that the online platforms, such as Oxford Owl and Mathletics, would be used again. (See addendum for school's detailed contingency plan shared on 7 October 2020)</p>
<b>434f</b>	<p><b>Covid Catch-up Premium</b></p> <p>MW said that the school had been allocated £80 per pupil. MW said that the children the school anticipated would return to school with the biggest gaps had been identified in the summer term, so that on the return to school in September, teachers were ready to assess the gaps.</p> <p>MW said that AN had identified a research-based intervention programme that was being delivered by a class teacher, Jo Firmin, for Key Stage 2 children (Years 3 to 6). MW said that it was a great credit to AN for implementing this programme.</p> <p>MW said that for Key Stage 1 (Years 1 and 2), the children's needs would be met in the classroom, as there was a higher level of TA support and it was easier for teachers to provide</p>

differentiation in their teaching.

MW said that thirty-seven children in Years 3 to 6 (about one third of Key Stage 2) had been identified for the targeted intervention groups that would be delivered over three days each week. MW said that regular delivery of interventions was required to achieve maximum impact. MW said that the interventions were either one-to-one or in small groups.

AN said that the children's progress would be reviewed every six weeks and as a result of which, the children attending the interventions would be reviewed.

AN said that teamwork was key to the success of the programme. AN said that JF had worked with the class teachers to assess the gaps and throughout the six-week intervention period, JF would regularly feedback to the class teachers on the children's performance, so that this could be taken into account for the teacher's classroom planning.

MW said that the intervention scheme really targeted the children's needs and dependent on the outcomes, was possibly a model the school would continue to use in future years.

**434g** **Health & Safety Measures put in Place and RA**

MW said that the school had been subject to a spot check call from the Health and Safety Executive, which involved answering an extensive suite of questions regarding the risk assessment and procedures. MW said that Nikki McLachlan (Admin Assistant) had taken the call and MW was pleased to report that the Health and Safety Executive had been very complementary of the school's risk assessment, confirming that it was based on sensible, pragmatic approaches to keeping staff, children and parents safe. MW said that the school was very pleased with the outcome.

**434h** **BL thanked MW for the update and thanked the staff team for their work in re-opening the school.**

**A governor asked whether the catch-up premium allocated would cover the staff cost for the intervention groups as well as the cost of the resources.**

MW said that the focus had been to provide a comprehensive programme for the children's catch-up. JB said that her focus this term to date had been to provide the auditors with the information required to prepare the 2019-20 audited accounts. JB said that a re-forecasted 2020-21 budget would be presented to the October Resources committee meeting.

**A governor asked whether 'learning to learn' had been a focus across the whole school.**

MW said that this was particularly pertinent to the thirty-seven Key Stage 2 children who had been identified for the intervention programme, but all teaching staff were covering relevant skills in PSHE lessons.

**A governor asked for the time period for children to get up-to-speed with their learning to learn.**

MW said that plans were currently in place for the catch-up programme to run until Christmas, and the children's progress by that time would determine whether the programme would continue further. MW said that the staff team had been encouraged by the children's engagement with their learning so far, even though concentration levels might not be quite

	<p>the same as pre-lockdown, that was improving with time and guidance.</p> <p>A governor asked whether further catch-up for the Year 6 children could continue in the summer term to ease their transition to secondary school. MW said that it would be possible to provide a healthy balance of academic rigour and some transition activities during the summer term for the Year 6 children.</p> <p>A governor asked whether the school would like any further support from the board. MW said that staff were aware that the board was approachable should the support be needed in future, but none was required at the moment.</p> <p>A governor asked whether the changes were dynamic and therefore being reviewed ongoing. MW said that Sarah Creegan had carried out a snap staff survey to capture things that had gone well in the summer term, the results of which would be reported to the autumn term Personnel and Pastoral committee meeting. MW also said that the intervention programme would necessarily be regularly reviewed to ensure the required aims were being achieved.</p> <p>BL thanked MW for the update and for the school team having a dynamic approach to re-opening. The board AGREED that BL should write to staff to thank them for opening the school safely, which governors very much appreciated in these challenging times.</p>
435	<p><b>(MA 423a) Draft 2020-21 SDP</b></p> <p>MW said that the emphasis and priority this school year was to keep the school open. MW said that in summary, the school development plan targets were focussed on: keeping the staff, children and families safe and well; making sure there was rigour in the curriculum provision to close the gaps; having an out-of-class, extensive intervention programme to close gaps; ND, continuing the approach to staff wellbeing.</p> <p>MW said that in anticipation of the challenges the school was likely to face to keep operational and open, the SDP was deliberately tight and focussed.</p> <p>MW said that there were fairly significant costs associated with each of the targets. MW said for example, the £15-20K (fifteen to twenty thousand pounds) allocated to achieving the health and safety target was a conservative forecast, as it had to pay for additional leadership and teaching cover, additional resources, and additional cleaning (at the moment there was two extra hours of cleaning during the school day).</p> <p>MW said that the school had healthy reserves and the pandemic presented a fairly compelling situation to potentially earmark some of the reserves to achieve a balanced budget this year.</p> <p>JB said that a detailed analysis of the additional costs for next year would be presented to the Resources committee.</p> <p>BL thanked MW and JB for presenting the SDP with costing for each target; this more robust plan was very useful for governors' monitoring.</p> <p>A governor said that MW had presented a very powerful message regarding the additional costs the school would incur to keep children, staff and families safe and to provide the catch-up programme as a result of the children having been out of school for a long time. This governor suggested that the message be conveyed as part of the development fund</p>

	<p>communication, to make clear the financial challenges the school was facing.</p> <p><b>Decision:</b> Governors RATIFIED the 2020-21 SDP targets presented to the meeting:</p> <ul style="list-style-type: none"> <li>• To successfully implement health and safety and contingency measures required for the school to function efficiently, while maintaining the highest quality of provision and experiences for the children</li> <li>• To develop effective, integrated curriculum provision in every year group which will close the gaps in learning caused through school closure, focusing on core skills in English and Maths</li> <li>• To close the gap for all children, and in particular disadvantaged children, through an extensive intervention and catch-up programme, focusing on core skills in English and Maths</li> <li>• To continue to develop a comprehensive staff wellbeing-programme and embed a positive communication culture across the school.</li> </ul> <p>BL said the committees should agree their approach to monitoring progress towards achieving the targets at the autumn term meetings.</p>
	<p><b>Policies</b></p>
436a	<p><b>(MA 421b) SEND Information Report</b></p> <p>BL thanked Sarah Creegan for the précis of the updates to the report.</p> <p><b>Decision:</b> Governors RATIFIED the SEND Information Report circulated with the papers for the meeting.</p>
436b	<p><b>(MA 240c: Summer Term P&amp;P Meeting) 2020-22 Support Staff Pay Policy</b></p> <p>CS said that a 2.75% increase had been agreed nationally for support staff and that this would be backdated to April 2020. CS said that the updated policy would be presented to the Personnel and Pastoral committee meeting on 1 October 2020, after which there would be a local consultation period and the final policy would be circulated to all board members with a written resolution, which would require their unanimous agreement for the policy to be adopted.</p>
436c.1	<p><b>Academies Financial Handbook (September 2020)</b></p> <p>BL asked governors to ensure they had at least read Part 8, the schedule of requirements, and to provide their signed declaration of having done so to CS.</p> <p style="text-align: right;"><b>ACTION ALL GOVERNORS:</b> signed declaration by Wed 7 Oct 2020</p>
436c.2	<p><b>Keeping Children Safe in Education (KCSIE) September 2020</b></p> <p>BL reminded the board of their collective responsibility for safeguarding and the importance of all governors reading this updated version of KCSIE. BL said that a significant change to this recent edition was mental health.</p> <p>BL asked governors to ensure they had provided their signed declaration of having read KCSIE to CS.</p> <p style="text-align: right;"><b>ACTION ALL GOVERNORS:</b> signed declaration by Wed 7 Oct 2020</p>
436d	<p><b>Safeguarding &amp; Child Protection Policy</b></p> <p>A governor said that according to the policy, ‘staff should be able to spot mental health issues’ and asked whether all staff were able to do that currently.</p> <p>MW said that as the mental health first aid training had unfortunately not taken place due to lockdown, this could not be assured. However, all staff training had been rescheduled and AN was attending further training in June 2020 to be the lead in this area, so that by the end of the academic year, all staff would be able to spot mental health issues. MW said that for the</p>

	<p>time being, Sarah Creegan was the school’s wellbeing champion and would cover this in the interim period. MW said that Sarah Creegan had presented an INSET on staff wellbeing and mental health at the start of this term, which contributed towards achieving this goal.</p> <p><b>Decision:</b> Governors AGREED the Safeguarding and Child Protection Policy circulated with the papers for the meeting.</p>
<b>436e</b>	<p><b>Policies to be reviewed for the Autumn Term Committee Meetings</b> MW noted.</p>
<b>437a</b>	<p><b>AOB</b> <b>School Development Fund:</b> A governor asked for an update on the school’s progress with requesting donations, as it had been a significant discussion point during the budget setting process.</p> <p>JB said that a proposal had been drafted for parents, but before distributing this, she would like to clarify whether the desired approach was to develop a culture of contributing to the development fund on a regular basis or for one-off projects. BL and AP AGREED to discuss this further with MW and JB to finalise the circular to be sent to parents during the autumn term.</p> <p><b>ACTION MW/JB:</b> arrange meeting with BL and AP – development fund circular to parent body during autumn term</p>
<b>437b</b>	<p><b>School Streets:</b> PA said that this involved the temporary closure of the road outside the school to prohibit traffic travelling through the street during the school’s opening and closing times. PA said that Richmond borough had approached the school. PA said that the school street was usually enforced with an ANPR camera, so that a PCN would be sent to any vehicle that travelled through the street during the prohibited times, unless the vehicle was on the white list. PA said that the Richmond borough approach was to install temporary bollards (which for St Mary’s would have been at the school’s pedestrian gate and the bridge at the end of Oldfield Road) and for it to be controlled by volunteers. PA said that on this basis, the school had declined the offer for Oldfield Road to be a School Street. PA said that a couple of Hampton schools had participated in the scheme.</p> <p>PA said that road safety outside the school was extremely serious due to the inappropriate behaviour of some parents, which included parking on the grass verge opposite the main entrance to the school. PA said that road safety must be added to the risk register and also the school needed to have a plan of improvement, in recognition of the gravity of the matter. PA said that the importance of road safety must be communicated to parents, in terms of their responsibility to park safely outside the school. PA said that he would continue to communicate with Richmond borough on the matter to try to achieve improvements along Oldfield Road.</p> <p>BL thanked PA for his liaison with Richmond borough on this very important aspect of site safety and asked AP, as chair of Resources, to ensure the risk register was appropriately updated at the autumn term committee meeting.</p>
<b>437c</b>	<p>BL thanked AN for her contribution to the governing board during her term as staff governor. BL also recorded the Board’s thanks to:</p> <ul style="list-style-type: none"> <li>• GD for his contribution, particularly to monitoring and advice on improving the school’s</li> </ul>

	<p>financial reporting;</p> <ul style="list-style-type: none"> <li>• AJ for having fulfilled the safeguarding link governor role so diligently and for holding chair and vice chair roles on the board throughout his two-term period;</li> <li>• VM for her contribution to the board, in particular the teaching and learning committee;</li> <li>• NB for fulfilling the role of SEND link governor and contribution to the teaching and learning committee.</li> </ul>
438	<p><b>Governors' autumn term meeting dates: 2020:</b></p> <p style="text-align: center;"><b>Personnel &amp; Pastoral:</b> Thursday 1 October at 4pm  <b>Resources: Monday 12 October &amp; Monday 14 December</b> at 9am  <b>Teaching &amp; Learning:</b> Thursday 12 November at 4pm</p> <p style="text-align: center;"><b>FGB:</b> Thursday 26 November at 7.30pm</p> <p style="text-align: center;">BL thanked AN and JB for attending the meeting and they left at 9.05 pm</p>
	<p><b>Part Two Confidential Item (without staff governor / adviser) present</b></p>
439	<p><b>(MA 427) SLT Action Plan</b></p> <p>ST said that she was pleased to hear Sarah Creegan had delivered a wellbeing session for the staff.</p> <p>BL said that progress with the action plan would be reported to, and therefore monitored by, the Personnel and Pastoral committee during the year.</p>
440	<p><b>Update on Outcome of Formal Governor Process</b></p> <p><i>Discussion recorded separately</i></p>
	<p>BL THANKED governors for their commitment to the school throughout the school year, and closed the meeting at 9.48 pm.</p> <div style="text-align: center;">  </div> <p style="text-align: right;">26<sup>th</sup> November 2020</p> <p>Signed by the Chair ..... Date.....</p>

## **Addendum to Minute 434e**

### **Contingency Plan for Bubble/School Closure Due to Covid-19** emailed to teaching team by AN on 7/10/20

- Teacher will use their class email address to communicate with parents.
- Teacher will send home one Maths and one English activity the night before for the following day. Children can complete one piece of extended writing over the week and send back to teacher on a Friday for teacher to give feedback.
- Teacher will create a 2x6 grid with fun foundation subject activities for children to complete over 2 weeks.
- Teacher will set optional Mathletics and Readwriter activities for children who want to do extra work.
- Teacher will call SEND/PPG children each week to offer support. If the closure is longer than two weeks, the teacher will call all children to check in periodically.
  
- Teacher will hold **two** live zoom sessions a day:  
*1 x Maths session (9.00am – 9.30am)*  
*1 x English session (11.00am – 11.30am)*

*This will consist of a 20 minute teaching input where the teacher can share their screen to show a power point and talk through the learning.*

*The expectation will be that the children are muted and use the chat/raise a hand to ask questions.*

*The teacher will need to send the two zoom links out the night before along with the activities for that day's home learning.*

- If possible, the teacher will try to set a mixture of online activities and worksheets that can be printed out.
- The children will be asked to keep work that they have completed to show the teacher when they come back to school.
- The teacher will provide different activities for children who are not able to access the year group curriculum.
- If possible, the teacher will continue to differentiate learning by providing three levels of challenge within the activity. Another option to challenge pupils is to set problem solving and reasoning activities on Mathletics for specific children.
- Teachers will set out daily work emails clearly using bullet points and act on feedback from parents on how to make emails easy for them to understand.
- If a child does not have access to the Internet, the teacher will email the work to Matt/their line manager for them to print out and for the parents to collect from outside the school building.