

Meeting – Part 1 Minutes							
Date/Time	Tuesday 5 May 2020-17.30	Location		Online Meeting via Microsoft Teams.			
Governors Attended.	I			Governors Attended.	Initials		
Ann Boyce	AB	Chair – Co-opted		Alice Purcell	AP	Head Teacher	
Maggie Parks	MP	Governor – Co-opted		Seann Williams	SW	Dep Head Teacher	
Amanda Pujol	AP	Governor – Parent		Jemma Webb	JW	Governor-Co-opted	
Liz Mundy	LM	Governor – Parent		Stephen Mosedale	SM	Governor- Co-opted	
Ian Guy	IG	Governor – Co-opted					

Apologies	Initial	Reason (Category of Governor)	Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)	Minutes to
Phillippa Lane	PL	Clerk	Attendees
			Apologies
			Academy Website
			Trust Board.

No	Agenda	Led by
1	Welcome and Apologies	Chair
2	Declaration of Interests.	
3	Minutes from the previous meeting 23 February 2020 Part 1, matters arising.	
4	Head Teacher's Update	
5	Premises/Maintenance work update.	
6	Finance: Budget Overview.	
7	Safeguarding Update:	
8	Governor Training:	
9	Communication to the Trust Board:	
10	Matters Brought Forward by the Chair	
11	Future Meeting Dates:	

Agenda Number	Details of discussion	Decision or Action
1	Welcome & Apologies: AB opens the meeting at 17.34 and welcomes the governors.	
2	Declaration of Interests: None recorded.	
3	Minutes of the Previous meeting 23 March 2020 Part 1: AB confirms that she has completed the action point of writing to the staff to express thanks for their efforts during the C-19 pandemic. AB would like to reiterate her gratitude to the Head Teacher and all the staff at Ide and would like to send an email to parents from the Governors expressing thanks to the staff and Friends of Ide School (FIS). Thanks extended to the parents for their assistance with home-schooling and to the gardening Sunday club for their efforts. The minutes are agreed as a true and accurate record of the meeting.	
4	Head Teacher's Update: AP would like to thank the Governors for their support during this difficult time. - Staffing in School and safeguarding measures: Staff are currently working to a rota basis and risk assessments have been put in place for staff working in school. The school have liaised with Devon Norse (DN) regarding an effective practical cleaning plan of the school. Cleaning is being carried out by the current contractor and a time table has been devised the cleaning tasks and for areas used within the school. - Remote Learning: Seesaw is the online learning platform currently being used to provide online learning for pupils. Uploading work to the platform is a full time job for the staff, however the feedback from parents has been very good. Trying to keep the momentum of learning maintained is ongoing. AP has been conducting video assemblies. APu has a question, does the school get a percentage of people logging on to home learning? AP replies that the school can see what percentage of people are logging on. Ide appears to have a higher engagement level than other schools in the locality. DC asks are there children that may be disadvantaged by not having IT equipment? AP replies that the school conducted a survey regarding accessibility to IT equipment before the lockdown, a low number of families do not have IT equipment access. Families who are sharing devices are given a schedule for working to ensure all families members can complete their work. - Safeguarding: RAG rated system is in place for monitoring vulnerable children and children with Special Educational Needs (SEN). A Designated	

	Safeguarding Lead (DSL) is always on site whilst the school remains open for Key Workers' children. Alphington School provided a holiday club for Key Worker children over the Easter holiday. There was an opportunity for Teaching Assistants (TA's) to work extra hours providing care during the holidays. - Free School Meals (FSM): Eden Red vouchers are now available from the Government; however, obtaining them was not as successful as first thought. SW updates the governors on how the vouchers work. Families now receiving the vouchers after initial problems, there are three families at Ide school who subscribe to the vouchers on a weekly basis. - Health & Safety: A comprehensive risk assessment is in place on the school site and Covid-19 tests are now available for key workers. Ide have registered as an employer to request tests. However, it seems more successful to self-register. Mobile testing sites are available and relocate to different areas. - AP and SW to undertake Paediatric First aid training. This consists of a day's training with half a day's online training. Staff from other schools are attending. Starting to plan ahead for the future and the reopening of the schools, orders have been made for hand sanitisers and digital thermometers for when the children return. All schools waiting for the official Government guidance regarding the return to schools. Staff meetings have been taking place to identify areas that need to apply to government regulations. APu asks will these regulations also apply to Breakfast Club and After School Club? AP replies that it will do. Phased returns to school are discussed including on whether or not Breakfast Club and After School Club will be open. Classes may be split to ensure social distancing and a discussion takes place as to how this would be staffed. The operational side of returning to school and how the school can provide teaching for children and the children that remain are at home. Any costs spent on resources such as extra cleaning and sanitisers can be claimed back, the Trust are looking into claiming for loss of earnings. - Parental Engagement: Parental feedback regarding home learning has been very positive. - Staff well-being: Some teachers have completed open university course on autism and behavioural courses. AP praises the staff and they appear to be coping very well and they are happy to cooperate with the staff rota. When the school reopens and as they settle back into their old work patterns, staff well-being should be an area that governors should be aware of. Some staff are currently shielding but this is minority of staff and the school is coping. - Finance: SM has had sight of the end of P6 report and the P7 budget is currently being completed. AP confirms that the overspend has been reduced. Areas of overspending this year so far are: long term staff absences. AP recommends waiting for the Resources meeting on 18 May when PW will attend to gain more clarity on the budget so far. - Budget planning: More pupils are due for the next academic year however; the budget is set on the previous year's number. The overspend will decrease over time as pupil numbers rise. Cuts have been made in staffing and resources. MP is referred to the Head Teacher's report for pupil	
--	---	--

	numbers and class sizes now and in the future. After next year there is a possibility that foundation and year 1 will have to become a mixed class. - IT Subscriptions: These are outlined in the P6 report. The school had paid for two different pupil data attainment tracker systems this year and have invested in purple mash computer software. AP is currently looking through the other IT subscriptions to see which ones can be cut back The IT budget will be set for £5,200 for next year. - Recruitment- The School's Special Educational Needs Co-ordinator (SENCo) has got another job. The school is advertising for another teacher not a SENCo, the likelihood of recruiting a teaching SENCo is not viable at this time. Options to consider are: working with another SENCo from another school to provide SENCo assistance, this will be from a different school not from within the academy as the other Head Teachers' have confirmed they do not have the capacity to release their SENCos. 15 applications have been received so far for the teaching role. The interview style is in consideration due to the current social distancing regulations in place. DC to forward ideas, methods to AP. Two TA's will be replaced, due to the increase in pupil numbers, although the school will not be increasing the work force. AB praises AP for her comprehensive report. AP asks the governors to be aware of when and how the schools will reopen, DC affirms that the governors are available to support at any emergency meetings that may need to occur.	
5	Premises/Maintenance Work Update: AB refers the governors to JW's report and informs the FGB on the great level of work provided by the parents and the work FIS has put into supporting the school. AP extends her thanks to Jemma and her team of helpful parents. Gardening Sunday has changed to 'Make a Difference Day', due to parents wanting to help with other skills rather than just gardening. Other ventures from FIS include: The drop in mornings, working towards getting the walking bus up and running and all the premises quotes being obtained. A discussion takes place regarding the cleaning of the school and the way forward when the school reopens. AB feels very strongly that the staff should not be doing this. AP explains that staff are not taking the place of a contracted cleaner, but just aid the day to day cleaning such as sanitising key surfaces like door handles, toilet flushes. AP raised the issue of cleaning when the schools reopen at a recent Head Teachers' meeting. RS to take this forward with the Devon Association of Primary School Head Teachers (DAPH) to see if there is any funding available for deep cleaning of the schools. APu asks is there clear guidance from the MAT if the school needed to be deep cleaned after a child or staff member contracts Covid-19 and what level of deep cleaning will be required. APu gives a view from the parents and their concerns regarding cleanliness when the school reopens. The message from the LGB in support of the Head Teacher's concerns regarding adequate and satisfactory cleaning to be conveyed to the Trust. The school can only reopen when the Senior Leadership Team (SLT) are satisfied that the school is safe to open and this includes making sure the school is deep cleaned and effective cleaning is maintained.	Action: The LGB in support of the HT to convey their concerns regarding effective cleaning when the school reopens.

	The grounds maintenance (GM) contract may be changed, as most of the maintenance have been conducted by the parents. It is discussed that the work provided by GM was not satisfactory. The work is conducted in the holidays and the company do not inform the school when they are attending, therefore their work cannot be monitored or checked. AB asks the governors do they think that the contract needs to be renegotiated? APu mentions the financial implications of paying more for GM as the school is showing an overspend. JW confirms the scheduled works that should have been conducted, but have not. Effective communication needs to take place between the company and the school to solve this problem. To go ahead with renegotiating the contract in the Autumn when there should be a Business Manager in place. AB offers her thanks to JW for her hard work and efforts towards the maintaining the school grounds.	Decision: Renegotiate the contract in the Autumn when there should be a Business Manager in place.
6.	Finance Budget Overview: AB suggests advises the governors that further information will be provided for the Resources meeting 18 May. Points Raised: - Why is there no income to the school for student teachers for the first 6 months? The understanding is that the school receives funding for trainees. SM has not queried this point. There may have been a delay with the school or Trust need to raise an invoice to receive the funding, this could have been delayed further due to staff shortages. - Refunds, APu confirms that parents have received an email to confirm refund regarding planned school trips. Refunds to parents for pre-paid wrap around care is on ongoing. AP confirms that the refunds to parents have been accounted for in the next budget monitor. The money to be refunded for pre-paid wrap around care may affect the budget going forward. SM refers to point 10 of his report regarding the sports ground and the option to carry this money forward. AP is looking at other areas of the curriculum this money could be spent on. MP asks has there has been any financial adjustments made for Pupil Premium children (PP) this year? AP confirms that this has not been looked into as yet, but PP children are being monitored with regard to safeguarding.	Action: AP to follow up regarding the income for student teachers.
7.	Safeguarding Update: This item was covered during the Head Teacher's report.	
8.	Governor Training: The Clerk updates the governors on online training available.	
9.	Communication to the Trust Board: - AB advises the governors of the Trust Board meeting on 19 May. The Clerk to send round meeting dates for the Standard & Achievements and Finance & Resources Committees. - Cleaning of the school and the impact that Covid-19 has placed on the school.	

	LM mentions finance mitigation plan and asks if the Trust has a plan, The Clerk advises LM to speak directly with PW (CFO) to answer this question.	
10.	Matters Brought Forward by the Chair: None recorded.	
11.	Future Meeting Dates: Resources: 18 May 2020 FGB: 6 July 2020.	

The meeting closed at: 18.58

Date/Time of next meeting	6 July 2020	Location	Microsoft Teams
---------------------------	-------------	----------	-----------------