

# FOURLANESEND COMMUNITY PRIMARY SCHOOL

## Minutes of a meeting of the Board of Governors of Furlanesend C.P. School held by video conference on Wednesday, March 31<sup>st</sup> 2021 at 1.30pm

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PRESENT: Major Adrian Battley, Mrs Fran Ferguson, Mrs Helen Marks-Williams (Chair), Mrs Rebecca Norton (Headteacher), Mrs Vicki Richards, Mr Ben Rimron, Mrs Sue Robinson.

APOLOGIES: Mr Piers Taylor.

IN ATTENDANCE: Miss Caroline Stone (Clerk).

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1. **Apologies for absence:** There were apologies for absence from Mr Piers Taylor, who had been informed about the meeting at short notice and was unable to make suitable arrangements. Mrs Vanessa Burton had stood down as a parent governor and two candidates had expressed an interest in the vacancy for parent governor. Governors were delighted to ask Mr Taylor to take on the role of LA Governor so Mr Rimron could fill the parent governor vacancy.
2. **Opportunity to declare Pecuniary Interests:** No additional pecuniary interests were declared. The Chair reminded Governors of their duty of confidentiality.
3. **Governor vacancies:**
  - a. Discussed under item 1.
4. **Minutes of the full Board meeting of February 10<sup>th</sup> 2021:**
  - a. Governors accepted the minutes of the meeting on February 10<sup>th</sup> 2021 as true and accurate records of the meetings. The Clerk will send the minutes to the Chair to be signed on behalf of the Board.
5. **Matters arising from the minutes:**
  - a. Mrs Robinson noted that she has completed a remote check on the SCR.
  - b. An asbestos survey has been received.
  - c. The LA has offered remote training rather than twilight training after the issue was raised by the Head. The LA Effectiveness Officer sent the School an audit; training had been done in Autumn 2019 and the school had already completed its own action plan. This is more detailed than the LA's audit and the LA are interested to see this. The School is pleased to be supporting professionalism. There will be no Ofsted inspection until September at the earliest and the Head expects that there will be some issues that will be picked up.
6. **Head's Report:**
  - a. This has been the hardest term for all the staff. The Head herself taught for over 50% of her hours last week, and along with dealing with behavioural issues the work has been relentless.
  - Autumn Term had finished with all evaluations completed and everything set and ready for the Spring Term, the lock down in January was a shock. Most pupils managed well with remote Maths and English and were well engaged, but other subjects dropped off. It was particularly noticeable that efforts dropped off towards the end of remote learning. The amount of parent support could be seen when the children were assessed. When knowledge retention was looked at it was good through both learning routes, both remote learning and in-school.

- b. The Head and teachers raised concerns that they are finding the new Kernow RE syllabus is confusing children. Children are finding learning about different religions at the same time confusing.
- c. The last data drop was in October. Assessments were done in the second week back to identify specific gaps to be addressed in the Summer Term. Natalie Perry will support the recovery programme.

**7. Risk assessment and School opening procedure:**

- a. There is little change to the risk assessment which is being updated in line with Government guidance.
- b. Some rooms are not being used since they would require masks; the hall has better ventilation and more space.

**8. Teaching and Learning:**

- a. Pupil health and welfare: Behaviour issues have been reported to Jackie Piper at the LA. Children has settled back in more quickly but some individuals have found it very stressful. It is only around five children having problems but this impacts on other children and their learning. This is a common problem at the moment. One child wanted to go home but the School cannot allow this – it would warrant an exclusion. It takes a significant amount of time to work with these children. The Head is working with families and support is being given but some children are not in the right state of mind for learning. A Governor questioned whether Danny Biscombe was available to provide extra support. He is committed elsewhere and cannot give more time but he is linked in remotely to the system and is giving remote support. It often seems to be children who had been in school who are finding the change difficult. School is a very different place to what it was in September. Most children are very happy to be back in.
- b. Home learning assessment: There has been a positive response to the choice of paper-based learning. Four fifths preferred it to on-line learning. In some classes the proportion was higher. On-line sessions were used for meet ups. It was noted that it is easier when there are children in the same household in different classes and it is better when children are not constantly on-line.
- c. Relationship and Sex Education: this was done as soon as the children came back in. It is always taught with two teachers in class. This is good from a safeguarding point of view and protects the teachers. It also allows the children's responses to be picked. There were no concerns this time. Children's responses were positive and they shared their own experiences. A difference in emotional literacy can be seen in children who have been taught since young; the Head is proud of this.

**9. Parent survey:**

- a. This done every two years and hasn't been done recently. Usually it is based on the Ofsted questions. The Head asked when Governors would like it to be done? It was decided it should take place in the second half of the Summer Term. Mrs Robinson said that she would be happy to analyse the responses again.

**10. Cyber Security:**

- a. The DfE has warned about hacking and phishing. Passwords have been checked. Mrs Richards will do a monitoring visit on the issue.

**11. Safeguarding, SEND, CiC**

- a. S175: This is due by April 23<sup>rd</sup>.

- b. Single Central Record: a remote meeting was held last week so Governor monitoring of the SCR could take place. Mrs Robinson said that the new format is excellent and much easier to look at. A report has been written. Ofsted guidance is that remote spot checks can take place.
- c. Other safeguarding issues: There is no social worker involvement at the moment but there are incidents. All incidents are being recorded. Parents have used the out of hours MARU number and community support is taking place.

#### **12. Staffing:**

- a. Item in confidential appendix.
- b. Staff wellbeing: In the Summer Term days will be given to staff to plan together. Staff meetings are being kept brief and staff are providing each other with support. Governors noted that they are very grateful to staff for all the time they have put in. They understand that it has been very hard for staff and respect them for all they have done for the School. The Head said that team work makes all the difference.
- c. Other staffing issues: Emily Green has completed two terms and is working out well. There are two new children in that class.

#### **13. Finance:**

- a. Year-end carry forward: The reserve stands at £131,000. A pre-school building had been planned but now the work on the kitchen is going ahead. There has proved to be asbestos present and there is a huge amount of rewiring needed. The plans show a build-on to the kitchen. The estimated cost is £400,000 of which the School must fund 10%. Other plans can be looked at when the kitchen is completed.
- b. Funding allocation and budget outlook 2021/22: The School is getting a very similar funding allocation to the previous year. It is £492,000 against £500,00 due to lower pupil numbers. Covid has resulted in the loss of 10%. The statemented child will be funded; last year as a statement was not in place we our budget paid for all the support. The Head has no concerns about setting a budget for 2021/22.
- c. SFVS: The SFVS has had the numbers dropped into it. Two amber issues have been flagged up. One is the cost of heating since the School is dependant on oil. The other is staffing which shows a high adult/child ratio. This is because the Head is classified as a teacher and there is a TA in every class, we also have a full time reading TA and one to support the statement. This is necessary and supply is rarely used. The reading TA role is funded from PP.

#### **14. Premises and Health and Safety issues:**

- a. Air Raid Shelter: The Head noted that the cost of the proposed repurposing of the air raid shelter is huge. A building on the field would be cheaper. The prime mover in the project has left; someone could continue the project. The building has been cleared and secured. It is covered by a heritage listing.
- b. No affordable alternative has been found for the heating. One problem has been that the School has been unable to override the system and control the heating. A quote had been received for a new control system that would cost £5,000. However, it has now been programmed for the year ahead at a cost of £150, and costing for a cheaper control is being looked into.
- c. Checks for health and safety reasons are being carried out on a rolling basis.

#### **15. GDPR:**

- a. Data retention (Covid: All Covid related data must be kept for 8 years and every test that is test recorded.

**Dates of next meetings:**

Wednesday, May 19<sup>th</sup> 2021 FGB meeting at 1.15pm

**There being no other business the meeting closed at 2.42 pm.**

Chair.....

Date.....

**ACTIONS**

Action

Date

Responsible Person