



**MINUTES OF THE FULL GOVERNING BODY VIRTUAL MEETING
Monday, 23rd March 2020 at 6.15pm**

Participants:

Lucy Ashby	Jane Nicholls
Uel Barclay	Lydia Palmer
Alison Bateman	David Petrie
Sara Bromfield	Claude Scott
Lynda Lockyer	Dan Wells
Joe Lowther	Tanya Williams
Michèle Marcus (Chair)	
Francis Neal	Rebecca De'Ath (Clerk)

Apologies :
Colin Smith

“Let us run with perseverance the race marked out for us.” (Hebrews 12:1)

1. PRAYER

The Deputy Chair led the meeting in a prayer chosen to reflect today's Bible verse, which itself reflected the school's values.

2. WELCOME TO ALL

As a result of the current coronavirus situation, the Chair had decided (after consultation with the Head teacher) to continue to hold this meeting – but for it to occur “remotely” to prevent risk to health. Governors had been informed by email on 18th March 2020.

She welcomed participants to this meeting, the first of its type for the Governing Body.

3. PRESENTATION ON ENGLISH AND WRITING

It had originally been planned that the English Leader would give a presentation to governors, but the recent closure of the school as a result of national COVID-19 measures has meant that much of what he would have been reporting on in terms of strategies and interventions were now superseded by events.

The Chair did, however, draw the meeting's attention to a recently-circulated paper on SEND and PPG prepared for governors by the school's inclusion manager (written to replace a planned presentation to governors at a future meeting.)

ACTIONS:

All Governors to read this Report and send comments to the Chair as necessary.

Governor Links for SEND (JL) and PPG (TW) to read, and copy any queries and responses they have to all.

4. APOLOGIES FOR ABSENCE

While this meeting was in progress, Colin Smith's apologies were received by the Clerk.

5. BUSINESS INTERESTS IN AGENDA ITEMS

There were no business interests declared.

6. MINUTES OF THE LAST MEETING (10th February 2020)

The minutes were approved as an accurate record.

7. MATTERS ARISING

The actions from the previous meeting were completed:

Item 7 (Policy Schedule Review) – this list of school policies had been reviewed at each recent committee meeting and no issues with “ownership” had been raised. The Head teacher, Deputy Head teacher and Finance Officer were thanked for their work in compiling this document. Claire Bell would be maintaining and updating this list, and the Clerk had undertaken to keep her informed as to when policies were reviewed and approved by committees or the Full Governing Body.

Item 9 (Kingfisher Fund) – see Chair's Report, item 13 below, for the donations received to date. The meeting discussed the negative impact that the current school closure situation might have on parental contributions to the school – particularly those of year 6 Leavers. It was agreed that the Chair, Head teacher, Uel Barclay and Francis Neal would meet (using Google Meet) early in the summer term to have a forward look at marketing this opportunity to parents in readiness for new entrants in September. This work would be based on the recent two terms' worth of data, as well as updated figures from the Finance Officer.

ACTION: Chair to email out a date for the meeting in due course.

Item 11 (Governor Training) – see item 12, below.

Item 12 (Admissions Policy) – see item 14, below.

Item 12 (Behaviour Policy) – the minor amendments to the policy had been made, and it was now lodged on the school website.

8. HEAD TEACHER'S WRITTEN REPORT

The Head teacher updated the meeting with details of the school's response to the coronavirus situation:

- The school was doing its best to respond to national and local guidance, particularly regarding hygiene;
- The volume of questions from stakeholders who were confused by national guidance was challenging, as was confusion amongst parents over absence codes and eligibility criteria for key worker status and the criteria for vulnerable pupils;
- The Head teacher was trying to reassure staff on matters such as jobs, salaries and how their work would be looking very different over the coming weeks or months;
- Staff had risen brilliantly to the challenge and had carried out lots of preparation in recent weeks in case of school closure, and were making themselves available to answer concerns from

parents and pupils;

- The School's ICT Leader (Mark Collett) had been superb at upskilling staff in the use of remote communications and learning systems, and providing laptops for staff and pupils who required it;
- Staff are being urged to keep communicating with the school in terms of their attendance, any sickness etc;
- Kingfisher Club was on offer from the Pod, but there had been little take-up today;
- Free School Meals were still on offer via a packed lunch made by the catering staff, and were to be collected from school by those requiring it; again, there was little take up;
- In terms of the school building, the number of rooms being used were being minimised and cleaners were cleaning the areas not in use; the Caretaker will continue with maintenance jobs and his usual responsibilities;
- The Head teacher unfortunately had to self-isolate today as a result of members of her family displaying virus symptoms;
- Details of how the school was meeting the needs of Learners and Key Workers' children will be covered by the Deputy Head teacher (below).

Q: How many pupils attended the school today? *Seventeen, which included one with an Education Health Care Plan.*

Q: Does the school have any pupils who might be "at risk" in their home environment? We have a list of such pupils, and are following guidance from AfC as to what questions to ask them about their time at home to ensure that they are being adequately fed, are being looked after, and are engaging in learning for example. Teachers are able to monitor daily which pupils do not log onto Google Classroom.

Q: Will the projected outcomes for pupils be re-calculated in the School Development Plan? *The outcomes will now be based on teacher assessment, and we await more detailed guidance from the government. We can use the last set of data that we have if required.*

Claude Scott logged out of the meeting at 6.45pm due to technical difficulties.

Governors who were parents of children at the school reported that the take-home learning packs were excellent. In response to a governor's question about whether *all* year groups were receiving structured work to do at home, parent governors reported that, using their own experience today, different year groups were receiving work and activities to do that matched their age/year group – for example, a younger pupil took home a work book and log-ins for websites used by the class; a year 3 pupil had received structured learning via Google Classroom and assignments; a year 6 pupil was using SAT Buster books and was interacting with peers and teachers online, and had assignments to complete. A benefit of Year 6 pupils learning how to use Google Classroom was that this is a system used in many secondary schools, and experience of this now would help to ease these pupils' transition on to their new schools. These governors were very pleased with the school's response and thanked the school team for a sterling effort.

The Deputy Head teacher explained that today, the first day of school closure, that staff and pupils had had a good day. Staff had been amazing, and had been kind, supportive and caring. She also gave her thanks and gratitude to the Head teacher for fielding the huge amount of communication from stakeholders over the last few weeks. She reported that:

- The full quota of staff who worked Mondays had attended school today;
- Teachers were being allowed time each day to prepare and forward learning packages for their pupils;
- It was important to provide the pupils with some structure to their days, and this would be achieved through clear timetables;
- Maintaining pupil and staff mental health at this time was as important as curricular learning;
- The aim was to keep pupil groups in school as small as possible to minimise health risk to staff and others, while still supporting Key Workers;
- Teachers will not be in school with Key Worker/vulnerable pupils as they will be compiling lessons and activities from home; some Assistant Teachers will be working in small groups with these

pupils in two areas of the school and some will be taking as much work home as possible, or sorting out resources, for example;

- Office staff have a rota to ensure that there is always someone to “man” the office;
- The school is chasing up pupils who have not yet accessed Google Classroom;
- Laptops have been offered to those people classed as “vulnerable”;
- Roof repair – the Caretaker will take this opportunity to re-roof the grass-covered one with new grass this week while the weather is fine.

Q: Can you ensure that only one area of the roof is stripped off at a time, and that each area is water-proofed before moving on to the next one – in case they have to stop due to a lock-down? *Yes – that is a good point.*

It was explained how a new staffing model for the school had been developed for this coronavirus situation, and what it would look like:

- Teachers will split into 3 teams (A, B, C), each team having a teacher responsible for Early Years, KS1, lower KS2 and upper KS2; Teams will be in school for one week, then will have 2 weeks at home. The team model is planned on a weekly basis to cater for any eventuality of illness developing at school that means that the team has to go home, in which case the school can then be cleaned, and the next team sent in instead;
- Assistant Teachers have been split into 2 teams across the school (each with a First Aider.) Each team has someone responsible for Early Years, KS1, lower KS2 and upper KS2).
- A Safeguarding Lead will be in school each day;
- Teams were designed to be big enough to build capacity in case of illness of members; each team is also split into a sub-team who each cover half the week in school – enabling some staff to go home if there were less pupils in school and therefore too many staff.

Q: What are the plans if a pupil in school is found to have the virus? *We would not know if they have the virus as there is no testing, but if we see symptoms of an illness we would send them home but keep the school open.*

Q: What is the game plan if we were to have an Italian-style lock-down affecting key workers’ working environments? *I am afraid that I cannot answer this – we receive guidance every day, and we can only respond on that day; we do not have advanced notification to enable us to plan ahead at this time.*

Q: You are all doing an amazing job. What else have you got planned in terms of regular communications with stakeholders? *We hope in time to be able to message the community on a weekly basis; “Kingfisher Frenzy” will go ahead online and will be on our website.*

In response to governors who had offered their physical support to the school to help with those pupils still attending, the Deputy Head teacher thanked them for their generosity, but currently there were more staff available than were required for the number of pupils on-site.

A governor had received feedback from staff about communications within the school which was shared with the meeting. The Chair explained that she intends to send her gratitude to staff for the way staff had risen to the challenge of COVID-19.

9. FEEDBACK FROM RECENT COMMITTEE MEETINGS

It was noted that key items from the recent Resources Committee meeting would be discussed under items 10 (Budget) and 11 (SFVS), below.

There were no questions relating to any of the committees’ minutes.

The Chair suggested that committees continue to honour their schedule of meetings, using remote

conferencing. She or the Deputy Chair could give advice as to how to set meetings up on Google Meet. Governors agreed this way forward.

10. BUDGET (2020-21)

The meeting had reviewed the 3-yr Budget Model. The outlook for this year was similar to that of the last 12 months; however the next 12 months would see the school rapidly eating into its reserves. The year-end projection was £24k better than budgeted for, and although a break-even picture was planned for next year, this would necessitate using all the reserves. As a result, hard decisions will need to be made to address the future deficit and identify the required level of savings. Members discussed the sums involved which will be considered at the Resources committee in May.

The biggest change to the budget over the next few months due to school closure would be loss of summer term revenue (i.e. Nursery income of some £65k) and a changing cost base as a result of running the school at a lower level (anticipated to be some £45-£50k cost savings). The Resources Chair suggested that the Finance Officer re-calculates the budget to reflect this expected change in income and adjusts the school's cost base to result in a balanced budget for the next 12 months.

The meeting agreed that once the COVID-19 crisis was over, work would commence to look at delivery models to identify where cost savings could be made. The meeting also agreed that the re-calculated budget would be circulated to governors; it is recommended by the Resources committee that this revised budget be approved. Responses and comments should be sent to the Clerk by Sunday, 29th March, in order for the budget to be submitted to AfC by their deadline of 31 March 2020.

[Clerk's Note: following this meeting, the Holy Trinity Finance Officer received advice from AfC Finance team that schools should their budget for next year without any COVID-19 impact (this can be re-visited later in the year once the consequences of school closure become clearer. They want all schools to present consistent financial data. As a result of this advice, the Resources Chair emailed the FGB on 29.03.20 to state that the school will therefore submit the budget presented at FGB on 23.03.20, which is balanced as required. The need to review our cost base during the summer term remains however. The actions below are therefore no longer relevant.]

ACTIONS:

Finance Officer to provide a balanced budget for governors to review – by 26 March 2020.

All Governors to send comments, if any, and approval or otherwise to the Clerk by Sunday, 29th March 2020.

Clerk to inform Finance Officer by Monday 30th March 2020 whether budget has approval.

11. SCHOOLS FINANCIAL VALUES STANDARD

The Resources Committee meeting of 18th March had agreed that the SFVS document should be put to this FGB meeting with the recommendation that it be approved.

Q: I note that the Asset Register was last compiled in 2015 – is that right? Yes, this is something that we can look at during the school closure period. The main assets are the school building and the ICT equipment.

The meeting approved the SFVS application.

ACTION: Chair to email the Finance Officer to inform her of this approval, and to confirm whether her physical signature was required on the document before it was sent to AfC.

12. GOVERNOR TRAINING

Arrangements had been made for governors to conduct a Learning Walk in the school in April, and for governors to receive an OFSTED Briefing in May. The Chair undertook to contact our SIP to discuss the feasibility and value of the OFSTED Briefing being conducted remotely via Google Meet on 18th May as planned. AfC courses were also cancelled until further notice. There were however plenty of good courses online which governors may wish to complete. Governors might also want to explore the guidance in The Key to School Governors' online resources.

[Clerk's note: the Chair had conducted further research into the viability of a Learning Walk and OFSTED Briefing – these will not now take place, and will be postponed until the autumn as per her email to governors of 30.03.20.]

ACTION: Clerk to email governors with instructions for logging onto the National Governance Association Learning Link site.

13. CHAIR'S VERBAL REPORT

Kingfisher Fund – there is currently £12k in the school's account from parental donations. The amount forthcoming may slow down due to school closure. (See also item 7, above.)

Governors' Visits to School – the Chair thanked the Link Governors for Maths, Music and Science for making visits to the school to meet with their teacher counter-parts and meeting pupils in lessons. The meeting noted their Visits Reports (Science Report to follow.) Reports should be sent to the Teacher concerned in the first instance, then the Head teacher, then to the Chair and Clerk.

The Clerk was unable to participate in the item below, as internet connection was lost between 19.50 – 20.00hrs. The Chair has provided the information for this item, below.

Chair's Actions

The Chair informed the meeting that she had (on Wednesday, 18th March) exercised her power to act in an urgent matter (i.e. "Chair's actions"). This had involved the fact that a child in Nursery had developed symptoms of the coronavirus, **and only 8 had attended that day** and had asked the school's School Improvement Partner for advice. The advice received that evening was to close the Nursery the very next day. The Chair was consulted, and had agreed that this action be taken to minimise risk.

The Deputy Chair read out advice from "The Key for School Governors" which described when this power should be used. A discussion took place as to whether the Chair was legally protected to be able to take such independent action, and whether it would be more prudent for the Chair to take any decisions or actions in urgent matters in consultation with another governor. It was agreed that in the short-term, the Chair would act in cases of urgency having first consulted one other governor, and the FGB would be notified as soon as is practical thereafter; this decision would take effect for (and be limited to) the next three months.

[Clerk's advisory note: this power is permitted under Regulation 8 of the School Governance (Roles, Procedures & Allowances) (England) Regulations 2013. In fact, the Chair can correctly exercise this power alone and it does not require FGB approval. I have learnt from verbal advice from AfC Governors' Support Unit that the right to close a school or part of a school is in the Head teacher's gift as it is strictly an operational matter – but it is good practice that the Chair is informed beforehand. See also SDBE guidance in COVID-19 file on Governorhub.]

ACTION: Chair to consult one other governor when urgent decisions need to be over the next three months (up to 23.06.20.) Thereafter in line with the note above, Chair can act alone.

14. POLICY REVIEW

Admissions Policy (2021)

The previous FGB meeting had debated the Admissions Panel's proposal to decrease the number of Foundation places, and whether to maintain the distance criteria or increase it. Further data had since been sent to governors to demonstrate how school places had been allocated over the last 5 yrs, which the meeting discussed.

Q: It is impossible to know how many potential applicants for a Foundation place were put off applying to the school for a Foundation place because they lived beyond the 1500m criteria. Should this school open up its distance criteria to include the whole of the Richmond borough, like Christ's School does? Christ's is a secondary school, and pupils are older and can get the school under their own power on public transport from further afield. Pupils at our school rely on their parents to bring them, and those parents are likely to want to choose a local school rather than travel some distance to get to it. We also do not want to poach pupils from other communities who could attend their local church schools – we want to focus on supporting our own local community.

Q: We are well served with good faith-based schools in this area, however some churches at the other end of the Borough towards East Sheen do not have a local faith-based school. Perhaps we should increase our distance criteria to include these, but not to extend it to the entire borough?

Q: The data shows that Foundation places are not being taken up, but there is nothing in the data we have reviewed to suggest to me that the distance criteria needs to move. Generally, however, the Foundation places are holding up. I don't know why we have to change the Admissions Policy at this time; it would undermine the Christian ethos, and once a decision is made, it will be difficult to reverse. We want all parents to be fully-engaged with all aspects of the school, not just the faith element. The SIAMS Inspector knows about our proposal to change the number of Foundation places, and saw it as a positive discussion with a view to making the school more inclusive.

The meeting agreed to vote on whether to change the current Admissions Policy or retain the status quo. The majority of governors voted to change the policy.

The meeting next voted on the following two options:

- a) the number of Foundation places: whether to maintain 12 places, or reduce to 6;
- b) the distance criteria: whether to keep the 1500m distance, or increase it.

The majority of governors voted to keep the current provision of 12 Foundation places, but to increase the distance criteria to include areas with no local church school coverage in due course - having first researched what a suitable boundary/radius might look like.

ACTIONS:

Clerk to add Admissions Policy Review (Distance Criteria) to the agenda for the May FGB meeting.

FGB Chair to present a map of church school provision in our locality to help determine a fair distance criteria that meets our school mission.

15. ANY OTHER BUSINESS

No other matters were raised.

16. DATE OF NEXT MEETING – Monday 18th May 2020 at 6.15pm

Supporting meeting papers are electronically-filed on the GovernorHub web portal.

*The meeting closed at 20.33hrs
Attendance was at least 81%*

Signed:

Date:

SUMMARY OF ACTIONS

Item 3.	<p><u>Presentation on English and Writing – SEND and PPG Report:</u> All Governors to read Fiona Whiteside’s Report and send comments to the Chair as necessary. Governor Links for SEND (JL) and PPG (TW) to read and copy any queries and responses they have to all.</p>
Item 7.	<p><u>Matters Arising: Kingfisher Fund Meeting:</u> Chair to email out a date for the summer term meeting in due course.</p>
Item 10.	<p><u>Budget (2020-21):</u> Finance Officer to provide a balanced budget for governors to review – by 26 March. All Governors to send comments, if any, and approval or otherwise to the Clerk by Sunday, 29th March 2020. Clerk to inform Finance Officer by Monday 30th March 2020 whether budget has approval.</p> <p>Clerk’s Note – actions superseded by events – see item 10.</p>
Item 11.	<p><u>SFVS:</u> Chair to email the Finance Officer to inform her of SFVS approval, and to confirm whether her physical signature was required on the document before it was sent to AfC.</p>
Item 12.	<p><u>Governor Training:</u> Clerk to email governors with instructions for logging onto the National Governance Association Learning Link site.</p>
Item 13.	<p><u>Chair’s Report (Chair’s Actions):</u> Chair to consult one other governor in decisions relating to cases of urgency for the next three months up to 23.06.20.</p>
Item 14.	<p><u>Admissions Policy – Change to Foundation places:</u> Clerk to add Admissions Policy Review (Distance Criteria) to the agenda for the May FGB meeting. FGB Chair to present a map of church school provision in our locality to help determine a fair distance criteria that meets our school mission.</p>