



## Minutes

### Meeting of the Full Governing Body (FGB) of Bassingbourn Community Primary School

Via Microsoft Teams

Tuesday 14<sup>th</sup> May 2020 - 6.45 pm

#### Present

Sue Brown (SB), Co-Head teacher  
Rachael Schofield (RS), Co-Head teacher  
Hilary Hodge (HH), Chair, Co-opted Governor  
John Carter (JC), Vice-Chair, Co-opted Governor  
Kate Butlin (KB), Parent Governor  
Georgina Dunkley (GD), Parent Governor  
Nicky Marsh (NMa), Co-opted Governor  
Nichola Morse (NMo), Co-opted Governor  
Anna Remington Davidson (ARD), Staff Governor  
Vicky Tyas (VT), Associate Member  
Claire Wright (CW), Co-opted Governor

#### In attendance

Lisa White (LW), Clerk

#### ACTION

##### 1 Welcome and Apologies

The meeting opened at 6.50pm.

Apologies for absence were received and accepted from Chris Bishop.

Apologies for absence were also received from James Armstrong following the meeting.

Matthew Stanford was not present but no apologies were received.

It was noted that Robin Brouard is no longer a member of the Governing Body.



**2 Declaration of Interests**

There were no declaration of interests in relation to the agenda.

**3 Minutes of the last meeting and matters arising**

**Draft minutes**

Draft minutes of the meeting held on 5<sup>th</sup> May 2020 were circulated prior to the meeting and subject to a few minor amendments were approved by the Governing Body as a true and accurate record of the meeting.

**a Matters Arising from the minutes (not covered elsewhere on the agenda)**

**11<sup>th</sup> February 2020**

Item 5i

A paragraph summarising the academic year to be produced by Co-Head Teachers, Chair of Governors, Chair of Resources and Chair of Standards and Improvement for Annual Governors' Report. *Action RS / SB / HH / NMo/ GD. It was noted that this item is no longer applicable.*

Item 7

Governors to send their answers to the Ofsted questions to JC for collation.  
*Action All c/f*

**A governor asked for an update with regarding staff's use of the mindfulness and wellbeing resources that were discussed at the last FGB meeting in May. The SLT confirmed that two staff had accessed the Allyance counselling services, with others using the service provided by the LA. In addition, staff have made good use of the mindfulness resources, especially in the early weeks of lockdown and feedback on all of these resources has been positive.**

**VT added that along with NMa, she has been in regular contact with and offered support to the Midday Supervisors and Teaching Assistants throughout lockdown whether they are in school or at home. VT also advised that most staff have experienced ups and downs through this situation but that in general, they are okay.**

**4 Co-Head Teachers' Report**

A Co-Head Teachers' report was circulated to governors for their review prior to the meeting and included updates on the following:

- Pupil numbers;
- Admissions;
- Staff;
- Behaviour;
- Prejudice-related incidents;
- Child Protection;
- SEND;



- Continuing Professional Development updates;
- Raising Attainment Plan (RAP) 2019/20;
- Assessment and Data updates;
- Collaboration;
- School to school working.

RS explained that since the report had been circulated, there is a slight amendment to the pupil numbers as the school may admit some more service children.

RS then added that all staff vacancies have now been filled and the only vacancy is for a cleaner.

**A governor asked:**

**Question:**

**In your report you mention that the School Development Plan (SDP) that you have put together will be reviewed, will this be by Ofsted? If so, will it be a 'friendly' review?**

**Answer:**

Yes it is. This inspector has been working closely with the Local Authority (LA) and carrying out informal checks as to how schools are doing throughout this situation.

With regards the SDP, many areas of work were greatly impacted by the lockdown. Some will continue into next year, others have become a lower priority or will be reconsidered by the school at a later point.

All of the practical planning that we have had to do has superseded everything else and going forward, our priority will be to implement a recovery plan, so that the learning element can follow through as soon as possible.

**A governor expressed concern for the Senior Leadership Team's (SLT) welfare based on the immense amount of work that has gone into the SDP and RS acknowledged this adding that it was a team effort. RS then explained that it is difficult to know what the new school year will bring, meaning that the SDP will have to be adjusted as time goes on.**

The Co-Head Teachers then acknowledged that this is somewhat more of an operational plan as opposed to strategic, explaining that this is necessary given that teachers do not know where pupils are. SB added that this aligns with guidance from the LA and Ofsted.

SB then explained that should there be a local lockdown, either for the whole school or a year group, the school is aiming to improve their remote learning offer and make improvements based on what has already been done.



Adding to this, RS advised that there have been some positives that the school can build on, for example, holding a virtual meeting for new Reception parents. RS explained that there were more attendees at this virtual meeting than there would normally be for a physical meeting and would therefore consider repeating this in the future.

**A governor agreed stating that during a National Governors' Association (NGA) webinar they had attended, it was advised that remote learning may need to be a part of the future going forward. This governor also added that governors need to take into account the impact this situation has had on staff and the SLT.**

**Governors asked:**

**Question:**

**You mentioned how successful the Zoom meeting was for the Reception parents, has there been any similar feedback in respect of the secondary school meetings?**

**Answer:**

BCPS has held Zoom transition sessions with our children, who seem to have benefitted from these sessions as they were also able to see their peers. Transition meetings with the secondary schools are in progress.

**Question:**

**The school has opted to continue with the Schools, Students and Teachers network (SSAT) again next year, is that correct?**

**Answer:**

No. The cluster has decided to continue with them, but we do not feel that they have been particularly supportive through the current situation and that whilst there are still minor issues with the LA offer, they have been much more supportive. I believe that some of the schools in the cluster are considering using both the LA and SSAT, but we do not feel that is financially viable.

**Question:**

**Will there still be school improvement visits?**

**Answer:**

Yes. There should be a couple of visits per year and the school can specify the focus of these visits.

**Question:**

**What will happen in terms of Planning, Preparation and Assessment (PPA) cover from September?**

**Answer:**

As of September, it is a more flexible set-up. There is no stipulation on numbers, so if necessary, we could set-up 'hubs' to ensure staff have sufficient PPA time.



Staff will be able to move between groups, so we could have a PPA teacher allocated to two different classrooms, whilst still adhering to the social distancing requirements. If staff were not able to move between bubbles, provision for this would have been severely limited. Our Midday Supervisors are also able to move between bubbles / hubs.

This week, we will be reviewing the Risk Assessment and plans for September opening and these will be shared next week with parents.

We have looked very seriously at risk assessments for children coming back in September, taking into account the amount of children returning, any new teachers to the school and the change in set-up of the school. Our aim is to have those children who have not been in setting since March, i.e. the older year groups, back first to allow them to familiarise themselves with the new systems and procedures.

The other children will return slightly later with the aim that once the older pupils' knowledge of the procedures is consolidated, they will be able to help guide the younger ones. Whilst it may not be ideal to have a staggered start, we need to do this to ensure children can return to setting safely.

In addition, this will be less of a challenge both practically and logistically.

**A governor asked:**

**Question:**

**Given that from September attendance is compulsory, how will a staggered start work? Will allowances be made?**

Answer:

The LA has agreed that there can be some leeway with regards attendance for the first week of term.

It was noted that in addition to the Co-Head Teachers' report, a Staff Covid-19 Training Package summary report and School Development Plan were circulated to governors for their review prior to the meeting.

On behalf of the Governing Body, the Chair wished to extend their thanks to the SLT and all of the staff for their hard work and support during this situation.

***Governors accepted the Co-Head Teachers' report.***

**5 Committee Reports**

**Standards and Improvement**

GD advised that this was the first meeting since lockdown and that despite the added challenges Covid-19 has brought, there has still been a focus on subject leadership and that progress has been made.



GD then added that the Committee reviewed the SDP and the priorities for the 2020/21 academic year as follows:

- Implementation of a successful return for all pupils in September;
- Identifying and addressing the loss of learning;
- A review of what has happened and how the school can use the lessons learnt moving forward.

Finally, GD explained that the Committee briefly looked at the class tracking system and approved the new Sex and Relationships Education (SRE) Policy.

#### Resources and Personnel

NMO explained that the school is currently in a fairly healthy financial situation although there has been some additional expenditure due to Covid-19.

NMO also advised that the Committee reviewed the staffing and class structure for the next academic year and carried out a review of the Committee's objectives.

**A governor asked whether it will be possible to recoup the costs incurred due to Covid-19 and SB explained that although it is possible to apply for these additional expenses to be refunded, there is the caveat that if a school can increase their carry forward as a result, it is not possible to claim.**

***Governors accepted the Committee reports.***

## **6 School Development Plan**

- Evaluation of the 2019/20 SDP  
RS explained that the 2019/20 SDP has been shared with staff to review individual items that they have been working on and that it will be reviewed in the Autumn term.

As noted under Item 4, some items will be carried over to the 2020/21 academic year as it has not been possible to complete these due to Covid-19.

- Priorities for 2020/21  
RS advised that the priorities for 2020/21 have been agreed and that once the SDP is complete, it will be shared with governors.

## **7 Recruitment issues**

- The recruitment of a new Co-Headteacher (April 2021)  
It was noted that the following documents were shared with governors for their review prior to the meeting:
  - Sample Head Teacher adverts;



- Fulbourn Recruitment Welcome Pack;
- Head Teacher Person Specification version;
- Personnel Specification for the new Co-Head Teacher.

The Chair advised that following the announcement of SB's departure and the current challenging situation, a small group of governors have met virtually to decide on the best approach with regards the appointment of a new Co-Head Teacher.

JC explained that following much discussion, it was decided that an acting Co-Head Teacher would be appointed and that following interviews, Vicky Tyas was appointed as acting Co-Head Teacher until April 2021.

The Chair then passed the meeting to JC and asked him to provide governors with an overview of the situation thus far.

JC shared a presentation on the Head Teacher recruitment procedure, explaining that it is a 6-part process. JC added that the small group of governors have completed steps 1, 2 and 3 and now input from the whole Governing Body is required.

It was noted that a timeline for the recruitment of the new Co-Head Teacher was shared with governors during the meeting and JC explained that a LA adviser has provided support throughout this process.

JC then gave governors an overview of timescales for advertising for the post and the cost of this; the production of a recruitment pack and the cost of this; the need for the Governing Body to appoint a selection panel and details of the interview process.

It was noted that JC has already shared a sample personnel specification and a model recruitment pack with governors, and asked for their feedback. JC thanked governors for their feedback and advised that this has been incorporated into an updated recruitment pack.

**It was noted that the next step is for the draft pack to be shared with governors for them to provide feedback. ACTION**

**JC**

Finally, JC explained that the Governing Body now need to appoint a formal selection panel. JC then passed the meeting back to the Chair.

The Chair thanked JC for the immense amount of work that he has done on this. The Chair then explained that after careful consideration, the proposed members of the selection panel are NMo as Chair of Resources and Personnel, GD as Chair of Standards and Improvement, JC as Vice-Chair, herself as Chair and MS who is an experienced teacher and will therefore be a valuable addition.



The Chair asked governors to advise if they wish to be part of the panel explaining the reasons why, but it was noted that no other governors asked to be included.

As Co-Head Teacher, RS asked whether those individuals have agreed to be on the selection panel and the Chair confirmed that they had.

**The Chair therefore proposed the Co-Head Teacher selection panel as above and it was noted that the Governing Body unanimously approved the panel.**

- Other staff recruitment  
It was noted that this item was already covered under Item 4 Co-Head Teacher's report.

## **8 Governing Body meeting dates for 2020/21**

It was noted that the following meeting dates for 2020/21 were proposed:

### FGB

15 September 2020 (via Microsoft Teams)  
8 December 2020  
9 February 2021  
4 May 2021  
13 July 2021

### Resources & Personnel

29 September 2020 (via Microsoft Teams)  
17 November 2020  
26 January 2021  
27 April 2021  
29 June 2021

### Standards & Improvement

28 September 2020 (via Microsoft Teams)  
16 November 2020  
25 January 2021  
26 April 2021  
19 July 2021

RS advised that the proposed dates have been added to the school calendar and that the SLT were happy for the dates to be confirmed as above.

**It was noted that the Governing Body approved the above meeting schedule.**

JC explained that a decision needs to be made as to whether these meetings will be held virtually or face-to-face and RS advised that current guidance is for meetings to be held virtually for the time being.



Referring back to the Head Teacher selection panel, RS asked whether it would be possible for a staff member to be part of the selection panel if they wished to, but JC advised that this is not permitted.

**9 Correspondence**

It was noted that no correspondence had been received.

**10 Any Other Notified Business**

There was one other item of business:

i. Farewell to Sue Brown

The Chair explained that this would be Sue's last governor meeting and talked a little about Sue's history at Bassingbourn Community Primary School.

Following this, on behalf of the Governing Body, the Chair thanked Sue for everything she had done during her time at the school, adding that she will be greatly missed and wishing her all the very best for the future.

It was noted that a card and thank you gifts had already been given to Sue prior to the meeting.

Finally, acknowledging the challenges the staff have had to face over the last few months, JC pleaded with them to try and get some rest and time to themselves over the summer break.



**The meeting closed at 7.50pm.**

**Date and Time of Next Meeting**

**Tuesday 15<sup>th</sup> September 2020  
at 6.45pm**

**Signed by the Chair:**

**Date:**