

## **Minutes of the Governing Body meeting held virtually via GoToMeeting on Wednesday 16th September 2020**

### **Present**

Ms S. Lewis, Mr C. Johnson, Ms E. Scourfield, Mrs A. James, Miss B. Hurlstone, Mrs C. Porter, Mrs E. Brown, Mr J. Wilcock, Mrs K. Lewis, Dr E. Warren, Mr M. Chorley and Mrs C. Okaroh

### **• Election of Chairperson and Vice Chairperson**

All agreed that Ms E. Scourfield to continue as Chairperson and Mr J. Wilcock to continue as Vice Chairperson.

### **• Apologies for absence**

Mrs K. Clarke's term ended in July, will not be standing for another term.

### **É Minutes of the Previous Meeting**

A current record unable to be signed by Chair due to virtual meeting.

### **É Matters Arising**

Ms E. Scourfield mentioned that there are currently a few Governor vacancies. Clerk confirmed that there are two parent Governor vacancies. Mrs K. Lewis and Mr C. Johnson parent Governor terms end 28/9/20. Nominations for Parent Governors were sent via email last week and the closing date is 17<sup>th</sup> September. Nominations are mainly via email, which the Governor Support Unit receive, school have not received any paper nominations so far. Mr C. Johnson informed the Governors that he has reapplied to stand again. Mrs K. Lewis advised she will not be applying again, it is her child's last year in Fairfield and she feels it would therefore be beneficial to let another parent stand.

Clerk also informed the Governors that there are currently two Community Governor vacancies. A short discussion took place regarding what the requirements are for a Community Governor. Mrs E. Scourfield suggested that all the Governors should start to think of someone they could recommend and they will discuss at the next meeting.

### **É Correspondence**

Nothing to report.

### **É Headteacher's Report**

Ms S. Lewis discussed her report in more detail and updated the Governors on the current situation at school. All children have now returned to school. Reception had a staggered intake last week and nursery had a staggered intake this week. We have received positive emails and also messages from parents at the school gates about how much the children are enjoying being back. The children are in class contact groups and staff are still maintaining social distancing. There has been difficulty with children being off ill. We are advising if a new persistent cough, temperature, loss of taste or smell, to stay off school, quarantine with family and arrange a test. If the test is negative then they can come back to school. A few children and staff have had negative results.

All staff are working well and supporting each other. Very grateful to support staff and teachers who are having to work through majority of lunch time.

We had to reregister breakfast club due to limiting numbers. Breakfast club restarted this week with only 25 FP and 25 KS2 attending. Seems to be going really well and children are

seated apart. Drop off and collection times have been changed. The first two days of staggered times were not working, children were being dropped off at incorrect times. There is now a 20 minute time frame to drop children off and children go straight to their classrooms as soon as they arrive. Still have a staggered pick up in place but we are allowing siblings to be collected together. This does mean that there is a shortened day but they are having shorter lunches to make up the teaching time. We are very grateful to parents for working with us. Staff are currently setting up Google Classroom for online homework provision and also future learning if large numbers of children have to isolate.

There is currently one member of staff working from home due to individual situation. We have recently trailed with her assessing children's reading through Google Classroom. This worked really well and a letter will be going home to explain to parents. This will help to support assessments of children with limited staff.

Mrs C. Porter questioned what the overall attendance has been. Ms S. Lewis advised it is around 80%. A few nervous at start but they are now back in school.

Mr J. Wilcock queried if the staff room was still being used. Ms S. Lewis informed Governors that the staff room is in use. We have identified seats where staff can sit but only allow small amount in at one time. PPE has been supplied by the Vale.

Ms S. Lewis explained that all staff are enjoying being back and seeing the children. They are all working very hard and she is very proud as they are going above and beyond what they normally do.

We currently have £11584 accelerated learning grant for additional support for pupils who may have fallen behind during lockdown. The assessments will give indication of those who may need additional support. There is also a Covid hardship fund. This will allow us to claim costs incurred when staff have to isolate whilst waiting for a test.

#### **É Leadership Committee Report**

Nothing to report.

#### **É Other Committee Reports**

Nothing to report.

#### **É Safeguarding**

Ms S. Lewis advised Governors that during lockdown children were identified and parents contacted so they could attend the Hub. We have also signed up to My Concern, which will allow teachers to add notes online so that all records are kept together.

Short discussion took place regarding the Safeguarding Governor. Mrs C. Porter is happy to continue and all Governors agreed.

#### **É Governor Training**

Mrs E. Scourfield advised that she booked training but training has been postponed indefinitely at the moment. If the current situation continues then possibly there will be virtual training.

#### **É Teachers' Representative Report**

Mrs A. James explained that no formal report had been put together. Teachers just wanted to let the Governors know that the children have been amazing adapting to the new procedures that have been put in place. All staff have been supporting each other, which has been paramount during this time. It could have been a very unsettling time but there has been great support from each other, all the children and parents.

### **É Non-teaching Staff Representative's Report**

Mrs B. Hurlstone advised that there was nothing else to report. Ms S. Lewis had covered everything during the Headteacher's report.

### **É Health and Safety**

Ms S. Lewis mentioned that an email was sent out from the Health and Safety Executives advising that they would be phoning and/or visiting schools to check if they are Covid compliant. Ms S. Lewis informed the Governors that she had received a phone call on Tuesday and had to answer multiple questions but no visit yet. All procedures are in place and we are following the current guidance.

### **• GDPR, Data Breach and Cyber Security**

Nothing to report.

### **É PTA Report**

Mrs C. Okaroh, Chair of the PTA, attended the meeting to give Governors an update on last year's events and to receive guidance on any future events that can be held under the current circumstances. Mrs C. Okaroh informed Governors that £6367 was in the PTA account 1<sup>st</sup> August 2019 and the current balance is £6997. The PTA have agreed to fund a few items that the school have requested such as a planter wall, which will help to maintain contact groups in outdoor areas, an activity easel, Techniquet membership, library books and they also funded the Year 6 leavers pizza. However many events had to be cancelled due to Covid19 such as the Christmas Fayre, cake sales, summer fayre, Mother's Day and Father's Day crafts. An AGM meeting should have taken place last term but due to lockdown this couldn't take place. Mrs C. Okaroh questioned if this can be held in school now. Ms S. Lewis advised that currently due to restricting visitors to school a meeting is not possible but wanted to thank the PTA for all their hard work last year. The total raised is fantastic and suggested that any future events taking place should focus on community involvement and wellbeing rather than generating funds. A discussion took place regarding the type of events that could possibly take place such as a virtual quiz, socially distanced walk and school lottery. Mr C. Johnson suggested putting a message in the newsletter to ask for parent's suggestions on possible events.

Mr C. Okaroh will feedback to the PTA team and possibly hold a virtual PTA meeting.

### **É Any Other Business**

Mr J. Wilcock asked how the Year 6 Leavers send-off went. Ms S. Lewis advised that it was lovely to be able to hold the leavers assembly, even though it was under very different circumstances and socially distanced. It was nice for the parents to be able to come on site, socially distanced and for the children to be able to say goodbye. It has also been very pleasing to hear that the children are all getting on well in secondary school. Mrs K. Lewis, whose daughter was in the years 6 leavers, informed Governors that parents felt very lucky and grateful that the school held the leavers assembly as this was not possible for all schools.

Mrs C. Porter questioned if Governors need to discuss statutory committees. A small discussion regarding committee membership took place. Mrs E. Scourfield requested Clerk to send all Governors a list of the current committee members and to discuss at next meeting. All Governors agreed.

### **É Matters deemed to be confidential for the publication of the minutes**

Nothing to report.

<b>Ē Date of next meeting</b>
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Wednesday 21st October 2020.

Signed \_\_\_\_\_ Chair of Governors

Date: 21/10/2020 minutes unable to be signed due to virtual meeting. All Governors agreed a current record.