

WHAPLODE AND WESTON ST MARY CHURCH OF ENGLAND PRIMARY SCHOOL

STRATEGY & OVERSIGHT VIRTUAL COMMITTEE MEETING FINAL MINUTES  
TUESDAY 15<sup>TH</sup> SEPTEMBER 2020 AT 5:00PM

PART 1

Present: Mrs E Adie, Mrs A Flack, Mrs R Walker, Mr C Mackman, Mrs V Cook, Mrs R Neno, Mrs J Smith, Mrs S Roberts, Mrs Z Hadlen  
Also present: Mrs K Davis (Minutes)  
Apologies: Mrs I Hooper

Meeting started at 5.05pm

Agenda item	Issues	Agreed Action	Responsible
		Virtual meeting held via Zoom.	
1. Appointment of Chair		Governors present agreed for Mr C Mackman to be appointed as Chair for the academic year 2020/21.	
2. Election of Vice Chair		Governors present agreed for Mrs I Hooper to be appointed as Vice Chair for the academic year 2020/21.	
3. Apologies for absence		Mrs I Hooper sent her apologies.	
4. Declarations of Interest	<ul style="list-style-type: none"><li>• For the meeting</li><li>• Annual forms for completion</li><li>• Review &amp; sign register of interests</li></ul>	Annual Declaration Forms, LAAT Code of Conduct and Pecuniary Interest forms sent to Governors via Parago.	Clerk to collate forms and send to LAAT Governance Officer once all received.
5. Minutes from previous local board Virtual Committee Meeting for end of year 7 <sup>th</sup> July 2020		Minutes were approved and signed previously as a true record by Mr C Mackman.	

6. Matters arising from previous minutes and follow up of allocated actions		There we no matter arising from the previous meeting.	
7. Organisation of Local Board, responsibilities and Monitoring		<p>Mrs A Flack explained how during COVID monitoring has been difficult but going forward this could be done virtually or at the end of the school day when there are no pupils/staff around. Mrs V Cook agreed this could work.</p> <p><i>Q. How are the schools having Collective Worship and is this something the Governors could join via Zoom? (VC)</i></p> <p>Mrs Flack commented that all Collective Worship are done in class.</p> <p><i>Q. If Governors did attend would there be any safeguarding concerns?? (CM)</i></p> <p>Mrs A Flack expressed this would not be a concern for the GB.</p> <p>Mrs A Flack explained that Mr A Grey from the LAAT would be speaking to Mrs E Adie and herself on 29<sup>th</sup> September in the afternoon, regarding Ofsted preparation which would benefit governors to attend if able.</p> <p><i>Q. We need to know what roles and responsibilities the GB have and the gaps we have ready for Ofsted. (CM)</i></p> <p>Mrs E Adie explained that going forward communication with Governors and the schools would be good for monitoring and would enable quick responses to any question raised.</p> <p>Mrs A Flack explained that some questions and answers (shown below) were sent to the Clerk and the SLT's we able to answer them before the meeting.</p> <p><i>Q. Governors are supposed to ensure that staff have had safeguarding training and update training – how can this be evidenced? This can be evidenced via Parago</i></p> <p><i>Q. Do we have any “privately” fostered children at each school and, if so, how many? No we do not at either school</i></p> <p><i>Q. How many LAC children do we have at each school? Weston 0, Whaplode 5 children who are LAC or previously LAC</i></p> <p><i>Q. At each school, who is the person in charge of virtual learning? SLT</i></p> <p>Mrs V Cook explained that she may be available for the meeting on 29<sup>th</sup> September.</p> <p><i>Q. How is attendance? (VC)</i></p> <p>Mrs A Flack responded the national average is at 88% and WHA is currently 97% for the first week back and week commencing 7/9/20 was at 96%.</p> <p>Mrs R Walker explained that WES is around 70% but there have been a lot of colds and having 6 children off at WES equates to a high percentage.</p>	Clerk to send responsibilities and monitoring to GB

		<p>Mrs A Flack expressed that 96% at WHA stands us in good steads for Ofsted.</p> <p>Mrs R Walker is sending a letter out to all parents at WES to re-iterate that your children should be in school if they are non-symptomatic with COVID.</p> <p><i>Q. Are there any vulnerable children or staff off? (VC)</i></p> <p>Mrs A Flack explained that there were no children or staff off who were previously shielding.</p> <p>Mrs E Adie responded that children at WHA who were symptomatic, parents were struggling to get tests.</p> <p><i>Q. Records are being kept regarding COVID? (VC)</i></p> <p>Mrs A Flack replied explaining that the schools are doing everything we are advised to do and mentioned that the schools do have emergency testing kits within schools but these must only be used in emergencies.</p> <p>Mrs R Neno commented that getting tests is going to be an issue for the foreseeable. Test sites are updated with more tests at 6.00pm and also on the hour. The test sites in Lincolnshire are not currently in use as the resources are needed in other areas.</p> <p>Mrs A Flack commented on tests for children.</p> <p>Mrs R Neno expressed how this is very frustrating but until guidance on viral infections verses COVID is issued this problem is only going to get worse.</p>	
8. Safeguarding		<p>Mrs E Adie explained the schools now have a new system called CPOMS which once the teething problems regarding access to multi-sites have been rectified, it will be a very useful tool to access pupil's information.</p> <p>Mrs R Walker explained WES are up and running with the system with relevant staff having the access needed.</p> <p><i>Q. How quickly will CPOMS be up and running correctly? (CM)</i></p> <p>Mrs A Flack explained how this was being worked on and the main issue was with Mrs Z Halden as she also has access to Horbling.</p>	
9. Christian Distinctiveness		<p><i>Q. Does anyone know what is happening with WHA getting a new Reverend? (CM)</i></p> <p>Mrs A Flack explained that previously it took a while to get a replacement but hopefully it won't be long now. Rev. G Atha was fantastic during COVID and presenting his online Collective Worship, he will be sadly missed.</p> <p><i>Q. Is there a member of staff who could contact the church? (VC)</i></p> <p>Mrs A Adie explained that she has previously been in contact with Angela and would contact her. Mrs E Adie continued to explain that previously there is a period before a new clergy member is appointed.</p>	Mrs E Adie to contact Angela.

		<p>Mrs V Cook agreed with this but feels it would be good to understand what was happening.</p> <p><i>Q. The lady you have a WES, is she managing to do Collective Worship? (VC)</i></p> <p>Mrs R Walker explained she is not doing Zoom meetings but has previously sent through letters, messages and videos to school.</p>	
10. AOB	Parago On Line Courses	<p>Mrs A Flack discussed multi-site working for the staff affected and how if a positive COVID test was produced it could potentially wipe out all 3 school, 4 is you include Mrs Z Halden at Horbling. Mrs A Flack continued to explain about remote working based a 1 school but virtually at the other schools and asked the GB their opinions.</p> <p>Mrs V Cook agreed</p> <p>Mr C Mackman also agreed.</p> <p><i>Q. What about M J Wardill?</i></p> <p>Mrs A Flack explained that he generally works outside and does not have much interaction with children.</p> <p>Mrs R Neno commented that the support would still be there if needed and the increase in cases has been with staff who are more relaxed and not sticking to the 2 meter rule.</p> <p>Mrs V Cook agreed and stated the 2 meter rule is hard to adhere to when staff become more relaxed and comfortable.</p> <p>Mrs A Flack explained this would be put to the Governors at Edenham on Thursday.</p> <p>Mr C Mackman expressed this was the safest way.</p> <p><i>Q. Would there be any operational concerns i.e. SEND? (RN)</i></p> <p>Mrs Flack explained the possible only issue would be when children need assessing but Mrs Z Halden could teach other staff members and then she would review the results.</p> <p><i>Q. Are schools ok for PPE and is hygiene being up kept? (CM)</i></p> <p>Mrs A Flack explained the procedures the schools have in place for cleaning, isolation if needed and visitors who access the sites.</p> <p>Mrs E Adie explained how at WHA some bubbles were potentially being mixed in the first aid area, staff are now aware of this and adapt on a day to day basis.</p> <p>Mrs A Flack expressed the school and staff are being adaptable and are doing what is needed in line with the guidance.</p> <p>The Clerk explained Parago and the online courses to the GB and asked them to read and sign any relevant annual policies and forms.</p> <p><i>Mrs V Cook had previously asked a question regarding the Disqualification from Childcare form, asking if Governors needed to complete the form if they were not volunteering.</i></p>	Clerk to ask LAAT this question and relay answer to GB

	<p>Acorn Pre-School Gate</p> <p>Attendance of Governors</p>	<p>Mrs E Adie explained how pre-school are using the new system WHA have in place and it is working well. Mr C Mackman replied, if it is working at the moment and is safe, this is good. <i>Q. Do you think it is worthwhile the pre-school having a gate? (CM)</i> Mrs A Flack explained that with the new system in place and the staggered start times, a conversation with the preschool would be beneficial to have to find out their needs now.</p> <p>Mrs V Cook had previously asked if Governors were requested to attend all meetings as have done previously when numbers were low. Mrs A Flack asked if Governors could try and attend every meeting due to COVID/illness and being Cohort. Mr C Mackman asked if all Governors could attend the next 3 meetings up until Christmas.</p> <p><i>Q. How did everyone get on over the summer, did teachers get a break? (CM)</i> Mrs A Flack explained how teachers on whole were able to have some down time however the SLT spent the summer preparing the risk assessments, SEF, SDP, PP Strategy and HT report. The LAAT have made significant changes to the HT report and it was not a case of copy and pasting what has already been entered. Mrs E Adie expressed how it was not just the leadership who spent the summer working, the Admin team worked 2-3 days every week answering parent emails and phone calls when they were in school. <i>Q. Through this, do you think the schools have received the support they needed? (CM)</i> Mrs A Flack stated she is proud of all her staff, pupils and parents during this global pandemic.</p> <p>Mrs A Flack mentioned her performance management review on Tuesday 22<sup>nd</sup> September at 1.30pm as asked for Mr C Mackman and Mrs I Hooper to attend.</p> <p>The updated Critical Incident plan for both schools were sent to Governors to approve and H&amp;S reports from Mrs V Cook have been sent to Governors.</p>	<p>Clerk to email Chair of pre-school to see if they still would like to proceed with the gate.</p>
<p>11. Date and time of next meeting</p>		<p><b>Pupils &amp; Provision – Tuesday 13<sup>th</sup> October at 5.00pm – via Zoom</b> Strategy &amp; Oversight – Wednesday 11<sup>th</sup> November at 5.00pm – via Zoom Finance, Buildings &amp; Personnel – Wednesday 9<sup>th</sup> December at 5.00pm – via Zoom</p>	

The meeting closed at 6.10pm

Signed: \_\_\_\_\_ Chair of Committee

Date: \_\_\_\_\_

CONFIDENTIAL