



Full Governing Body Committee

Meeting Title:	Full Governing Body		
Meeting No:	2020/2021/01 Virtual Meeting		
Date:	Monday 14 September 2020		
Time:	1900 - 2030		
Venue:	Virtual Meeting		
Attendees:	Clare Boyden Liz Doswell Akif Khan Vicky Kollnberger Karen Mackin Anne Moses Sotos Mandalos Nicci Morris Dan Pearman Gordon Rimmer Lindsey Thompson	Chair Development Safeguarding & PP & LAC Sports Funding Vice Chair Head Teacher Deputy Head Teacher	Co-Opted Governor Staff Governor Co-Opted Governor Parent Governor Co-Opted Governor Parent Governor LA Governor Co-Opted Governor Co-Opted Governor Co-Opted Governor
Apologies:	Jonathan Salmon and Russell Woodman		
Clerk to Meeting	Pat Arthur		
Invited			

	<p>The Hillside Governing Body agreed to hold a Full Governing Body meeting via Zoom. Governors understood that they would be in an environment that was conducive to confidentiality and private communications.</p>
1	<p>Welcome and Apologies The Chair welcomed all to the meeting apologies were received from Jonathan Salmon and Russell Woodman</p>
2	<p>Declaration and Conflicts of Interest There were no conflicts of interest other than those on the Register of Business Interests.</p>
3	<p>Governance</p> <p>a) Code of Conduct forms for 2020/2021 b) Declaration of Interest forms for 2020/2021</p> <p>The Clerk thanked governors for completing and returning the above items prior to the meeting. There is only one governor who has yet to complete their forms.</p> <p>c) Terms of Reference The Chair explained the Terms of Reference was the same as those used last year and she recommended governors approve for this year. The clerk advised that KM had emailed with 3 questions.</p> <p><i>The clerk will have an annual performance review. Does this happen please? Who conducts it?</i></p>

	<p>The Clerk confirmed this should be carried out annual by the Chair of Governors and that she had spoken with the Chair regarding this.</p> <p><i>The governing body will ensure that there is an opportunity at least annually for all parents who wish to do so to meet with governors. Has any thought been given to how this can currently be achieved?</i></p> <p>The Head said previously governors were invited to the Parents open evening, however with the current restrictions due to COVID these will now be held virtually.</p> <p><i>Governors will visit the school regularly to review progress. Is this currently realistic? Should it be reworded to reflect online meetings? Or is that overkill?</i></p> <p>The Head said due to the COVID restrictions governors could be added to the year groups email addresses to keep up to date. The Head suggested that governors contact their year groups before half term.</p> <p style="text-align: center;">Action: school to provide governors with year group addresses</p> <p>d) Appointment of new Chair of Governors from December</p> <p>The Chair said that she had not had any governor approach her to be considered for becoming Chair. Due to work commitments she was unable to commit beyond the end of the year. (2020).</p> <p><i>AK asked what the term of office for the Chair was?</i> The Clerk responded it was usually a 4-year term, but it is up to individual FGB's to determine. KM advised in the Terms of reference it was agreed it would be for a period of 2 years, ratified each year.</p> <p>AK said that he would take on the role subject to FGB approval for this period. The FGB were delighted to approve the appointment and it was proposed by KM and seconded by everyone.</p> <p>The Chair thanked AK for taking on the role.</p>
4	<p>Approval of Minutes 6 July 2020</p> <p>Governors were asked to approve the minutes of the Virtual meeting held on Monday 6 July 2020. .</p> <p>Governors approved the minutes with no corrections, and these will be signed at the next physical meeting. The minutes have been updated to show the date approved by the Clerk</p>
5	<p>Matters Arising</p> <p>All actions were completed by the Clerk and Head</p>
6	<p>Policies for Review</p> <p>VK said she would email to KM and GR the SEND policy by the end of the week for review.</p> <p>DP said the outstanding policies are with SBM for review or amendment</p> <p>Pupil Learning – SRE and non-statutory polices are still being reviewed</p> <p>Resources – Personnel and After School Care are with SBM</p> <p>The Safeguarding policy and Blended Learning policy will be completed by 30 September 2020</p> <p>The Head said the Safeguarding Policy is being rewritten and there are no further amendments to the Addendum to COVID procedures they remain the same.</p> <p>SM said Page 5 of the minutes said the SRE policy was due by September 2020. The Head confirmed this had been deferred until September 2021.</p>

Reports

a) HT report – return to school

The Head said the return to school was calm with the children focused, teachers were organised. The return to reception and nursery had been carefully planned with shorter days.

LD agreed, the school had a long time to prepare and teachers were looking forward to the return.

AK said that from a parent's perspective the school return seemed calm and was a positive.

The Head said some of the children needed extra support and the school would be in this position till at least January 2021. The school is putting in proportionate measures focusing on the Curriculum/education by being responsible and ensuring clear communication.

The school has produced an operations handbook written for staff on day to day issues. The school is trying to sift through the information from Wokingham on what is appropriate for the school.

The Head gave a presentation to Governors entitled 'A sense of calm'

The Head said Hillside children deserve an excellent education whilst remaining safe. There are 4 areas the school is focusing on:

- Wellbeing
- Curriculum
- Health and Safety and
- Contingency.

Wellbeing

- Sense of safety
- Sense of calm
- Sense of belonging
- Social connectedness
- Promoting hope

The Children will be focusing on these for the next 2 weeks. They will know it is okay to normalise their emotions, being a citizen of Hillside, they will be reminded of and understand the values of the school.

In relation to connectedness they will learn how to be a friend and the younger children how to share with others.

Staff will develop a sense of connection as a team.

Promoting Hope is important that it improves, and the current situation will not be like this for ever. It is important to maintain resistance and mental health and physical fitness and to keep safe.

Curriculum – The curriculum is founded on the best that has been thought and said because you deserve nothing less.

- High Quality Education
- Curriculum is broad and balanced by Summer 2021
- Focus on reading, phonics maths and vocabulary
- Assessment
- Ofsted

The focus is on high quality education and for Hillside to go back to being the school of choice, with strong outcomes.

Children will become independent learners although the pace is not what it used to be; the children are not used to it.

Assessment

DP said there has not been much testing so far, the focus has been on reading assessments and putting in base lines in EYFS.

The year 6 SATS will happen in May 2020

Year 2 SATS will go ahead and it will be the final year.

Tests will happen after half term for Phonics Screening in Year 2.

Year 1 Phonics will happen in June 2021, as will the Year 4 Multiplication Tables Check.

Foundation statutory new Framework will commence next September. Hillside will be trialling new framework this year.

GR asked how focused the children are.

DP said some of the children need more help and support, but many children have come back well.

How is it being managed?

LD said teachers are mindful there is a lot of catching up, some have flexible timetables with pockets of learning throughout the day. For example, what they learnt last year, is being repeated this year, some of the concepts are being presented repeatedly in a different way across the curriculum including the non-core subjects.

All children – some interventions planned delivered by learning mentors or teacher. They are tracked carefully for the next four weeks then it will be reviewed.

On a day to day basis in each lesson children are being scooped up, there learning will not be carried over to the following day. There might be the odd intervention required.

In some cases, the language of learning is having to be re taught. LD said her class are all keen to learn, teachers are mindful of the difference in the range of abilities and are using systems and interventions.

Attendance

The Head said it has been a positive start.

In the first week of term the attendance was 95% (with 4% authorised under COVID restrictions)

7 Children were sent home with temperatures and requested tests

2 families have not returned due to flights

1 family has not returned and if no return within 6 weeks the LA is notified.

Families do appear positive about returning to school

There are 21 new families to the school – some have come from the Coombes

KM asked if there was any significance to the children coming from the Coombes?

The school did not know.

The COVID check list has been sent out to parents

The Head said today the attendance was 80% and last Friday 85%.

It will be difficult to achieve 90% and it could be a 2-year programme.

AK said communication is the key with it being constant, it would be helpful to parents to know the difference between a cold and COVID symptoms

The Chair asked if there had been any free tests. The Head said that both she and DP had been given training, these tests can only be given in an emergency. Orders can be placed after 21st for more test kits. A policy is required, this is being added to the Risk Assessment on when to or not to carry out a test. When parents have contacted 111, they have been allocated a testing site as far as Dundee, which is not helpful.

Action: School to write Policy on when a test is required and to add to Risk Assessment

AK asked what constitutes an emergency?

The Head responded in someone could not access a test, was disabled or the tests were difficult to access. It would be in the judgement of the school.

The trends mirror the other schools.

AM asked about the Catch-up Funding.

The Head said no money had yet been received, it will be received into the budget in thirds. SLT have started to discuss how the money will be spent. They are researching and speaking to the other schools. Consideration is being given to a 1 2 1 tutor for Read Write Inc

Staff Attendance

All staff have returned except for 1 who travelled to France and had to self- isolate for the first 3 days of school.

There has been some anxiety expressed about returning to school and some relating to a child with a high temperature and a cough – although not persistent . There was no test allowed.

Health and Safety

The said:

- Those who are ill stay home
- Robust hand and respiratory hygiene are in place
- Enhanced Cleaning
- Active engagement with NHS Tack and Trace in place
- Contact reduction (grouping pupils, avoid contact between groups, classroom organisation, maintaining distances)

A governor asked if Staff could wear face shields

SM asked if the school could administer tests, The Head said the school is not allowed to unless a child of staff member shows signs of symptoms.

There are robust procedures in place for hand washing, and the cleaning of common touch points, and toilets throughout the day. This is carried out by the Site controller.

Classrooms are cleaned more often throughout the day.

The Breakfast Club and Afterschool club have bubbles and there is limited access between the bubbles.

All the published guidance is being followed by the school.

Parents have been amazing with the Amazon wish list for each child. They have packs of resources.

Lunch takes 2 hours because it is now staggered. However, there is the same amount of learning.

[SM asked how the staff room is being used?](#)

Only 8 people in the staff room at one time

10 use the family centre

The outside courtyard is used as a quarantine area whilst waiting for parents to collect children.

Contingency Planning for outbreaks in school and local outbreaks

- Tiered System
- Immediate Remote education – meet the same standards as children in school
- Test and Trace
- Remain open for vulnerable in local lockdown

The Head said the school is classed as a Tier 1 school, which means all staff and pupils must be in school.

It only impacts primary schools at Tier 4.

The school is looking at the provision for full lockdown or for children who must stay at home due to illness.

The school would remain open for Key workers during a full lockdown.

DP said the school would use Microsoft Teams for learning the curriculum

The Teacher would call the home so the children can hear and see the discussions/lessons at home.

In the event of a full lock down consideration is being given to how best to support families who have more than one child or who do not have IT. There might not be enough devices to use, learning may have to be staggered or make use of videos for learning.

Included in the policy would be if the teacher had to self-isolate and had to work from home and video into their classroom to teach possibly.

DP said he was trialling how this would work in Teams within a maths class on Wednesday with Mrs Yarrow.

[The Chair asked if these were procedural rather than policy.](#)

DP said it had to be a policy, but it is procedural.

Action: Policy to be written for Blended Learning at Home

[The Chair asked if this was not expecting too much of teachers and how realistic was it?](#)

The Head said schools are doing different things now by using Teams, the school will look at how workable this is.

[LD asked how this would work during lockdown and how much time would be spent teaching?](#)

The Head said school would be using White Rose Maths for daily maths as well as the National Oak Academy website for other subjects. They work independently, PM would be PHSE and History

	<p>The Chair said Governors would leave the school to sort out, but would like feedback at the next meeting</p> <p style="text-align: center;">Action: School to feed back to Governors how this works in case of lockdown</p> <p>School Improvement Priorities for 2020-2021 The Head said the school would be working on the following:</p> <ul style="list-style-type: none"> • Communications and Language – Oracy • Phonics – Rwinc • POW Reading • Spelling • Worked examples • Curriculum – PE, PSHE and DT • Review Income Generation possibilities <p>The Head said the school had a new SIO – Anne Stopforth. Bev Revie has now fully retired.</p> <p>Staffing Update Mrs Yarrow will cover the maternity leave for Mrs Duffield Ms Kelly will be the Phase Manager for Phase 2 The 2 NQTs have settled in well</p> <p>Parents Evenings These will be held using Teams</p> <p>Traffic Concerns outside of school Concern has been expressed to Wokingham regarding the speed in which cars are travelling outside of the school. There is no Lollipop person anymore and the traffic island cannot be used because of social distancing. The School has contacted Wokingham.</p> <p>The Chair if the school requires help from governors to please let them know.</p> <p>Yellow brick Nursery building has been abandoned again.</p>
8	<p>Safeguarding KCSIE Training DP reminded governors he would be sending out a link to complete Part 1 of the KCSIE training. The Head said some of the changes relate to mental health, and the lasting impact on abuse. The Curriculum promotes good mental health. Suitability for work and how it is handled.</p> <p>Teachers had undertaken the training and Learning Mentors are booked in for it.</p> <p>Governors need to complete by clicking the link in the email by the end of September.</p> <p>1 Governor needs to undertake level 2 training, and this is a certificated training. CB said she would undertake.</p> <p style="text-align: right;">Action: School to send CB the link for the training</p> <p>There is a new App called Triller which replaces Tik Toc.</p>
9	<p>Governor Training updates VK said the training undertaken by Wokingham will be virtual but should be booked in the same way. There is a national online training on Prevent and new webinars</p> <p>There is new training on Ofsted inspections – what to expect in current climate in October and Prevent in November.</p>
10	<p>SLA Updates</p>

	<p>The Head said the SLA has kept going through the crises. 3 new schools have joined.</p> <p>A new administrator had been appointed for 10 hours per week and meeting take place via Teams.</p> <p>4 areas are being worked on:</p> <ul style="list-style-type: none"> • Action Research • Sharing practice and approaches • School challenge. – Buddy up with 1 other head. Wearing visors with agreement of the school visits can take place • Risk Assessing <p>In relation to supporting other schools, these are carried out virtually. The Heads programme is going ahead for new heads. Loddon, Bearwood, Highwood, Whiteknights and Southlake.</p> <p>Mentoring of the head at Emmbrook Junior school will generate £2K</p> <p>Because it is different now it does not mean it has to stop.</p>
	<p>Any Other Business</p> <p>The Chair asked if it would be possible to have a list of staff and the year groups, they teach</p> <p style="text-align: right;">Action: DP to send list of staff to governors</p> <p>The Chair asked how the new IT Technician was working out across the 2 sites.</p> <p>DP said Angela Carter had the handover during lockdown, the plan was for her to work half days at each school.</p> <p>The Plan now is for:</p> <p>Monday and Wednesday at Hawkedon Tuesday and Thursday at Hillside Friday is split Hours works is 0800 -1600 hours</p> <p>Microsoft Team</p> <p>DP said this would be the last Zoom Meeting. Meeting would be via Team going forward. The Clerk would upload all the dates to the calendar and access to papers would be via the calendar.</p> <p>AK asked if all governors could access Teams? They confirmed they could.</p>
	<p>Meeting closed 2030</p>
	<p>Date of Next Meeting Monday 2 November 2020 at 1900 hours – Team Meeting</p>

Signed

Chair of Governors

Dated