

By Brook Valley Academy Trust
 (Company Registration Number 8020467)
Academy Board Meeting
Thursday 21 May 2020
Virtual Meeting in Accordance with
Covid 19 Guidance
and
Article 123 of the Articles of Association



Minutes

Present: Bev Ball (Head teacher) (“**BB**”), Keith Ernest (“**KE**”) (Chair), Lisa Nicolson (“**LN**”), Carrie Davies (“**CB**”), Deborah Henshall (“**DH**”), Lakmini Harkus (“**LH**”), Beth Borthwick (“**BeB**”), Jacyln Cross (“**JC**”), Rosemary Jago (“**RJ**”) and Anton Campbell (“**AC**”)

In Attendance: Graham Pike (Headteacher from September 2020) (“**GP**”) and Michelle Hocking (Clerk/Company Secretary) (“**MH**”)

Apologies: David New (“**DN**”) and Martin Lowe (“**ML**”)

Item	Minute	Action
	Opening Prayer AC led the opening prayer	
1	Welcome and Apologies and Pecuniary & Business Interests Register KE took the chair, opened the meeting at 6.35pm, declared the meeting quorate and formally welcomed everyone to the meeting. Apologies were noted and accepted from DN and ML. It was noted that all present had completed the annual Related Parties Declaration of Interests forms and no interests were declared in the business of this meeting.	
2	Note/ratification of email approvals: (a) Minutes of last meeting (b) Minutes of Committees (c) Covid19 Policy (d) Covid19 Appendix to Safeguarding Policy (e) Finance Manual (f) HR Model Policies (g) Mental Health & Wellbeing (h) EYFS (i) Alcohol & Substance Misuse It was acknowledged that each of the documents listed in 2(a) – (i) above (inclusive) had been circulated prior to the meeting and all present had reviewed them.	

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	<p>It was unanimously agreed that approval of each of the documents listed in 2(a) – (h) (inclusive) be and is confirmed and ratified.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> the Alcohol & Substance Misuse Policy referred to at 2(i) above was a revised model which would be reviewed in detail at the next F&E Committee meeting the above approval included agreement that the last minutes were a true and accurate record of the meeting on 12th March 2020 	<p>AC to add Alcohol & Substance Misuse Policy to the next F&E Agenda</p> <p>MH to add ratification of Alcohol & Substance Misuse Policy to the next FGB agenda</p> <p>KE to electronically sign the last minutes and return them to MH and MH to file the minutes as appropriate</p>
<p>3</p>	<p>Matters arising not covered elsewhere</p> <p>All the actions arising from the previous meeting were complete or covered by this evening's agenda.</p>	
<p>4</p>	<p>Headteacher Update (Monitoring and SIAP)</p> <p>It was noted that the following documents had been circulated (by way of upload to File Manager) prior to the meeting:</p> <ul style="list-style-type: none"> Report for Governors re Covid 19 (Covid Report) Documents relating to school opening: <ul style="list-style-type: none"> School Opening 1 June Report (Parents' Opening Report) Return to school letter 14.05.20 Parent Survey Risk Assessments: Opening to Key Workers' Pupils, School Office, and June 2020 Opening Termly Monitoring Report (Monitoring Report) <p>BB highlighted that the Covid Report had been discussed at Committees' meetings and she had also for Full Governing Board (FGB) included the detailed guidance for parents (rather than separately repeat the same information for governors) and the associated Risk Assessments. She invited questions.</p> <p>The Board asked what the parent survey responses were. BB reported that based on responses:</p> <ul style="list-style-type: none"> 1st June numbers: <ul style="list-style-type: none"> Key Worker/Vulnerable Children (KW/V) = 10 (including four additional to those provided for so far) Early Years Foundation Stage (EYFS) = 12 (out of 30 and including 7 KW/V) Yr1 = 14 (out of 26 and including 4 KW/V) Yr6 = 10 (out of 25 and including 5 KW/V) <p>She emphasised that there may be some changes to these figures, but the 1st June registers will be closed tomorrow – parents wishing to add their children later can do so on notice with effect from the Monday following notice</p> <ul style="list-style-type: none"> Late June (possibly 22nd) numbers: 	

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- EYFS: 24/30
- Yr1: 20/26
- Yr6: 20/25

BB emphasised that she understood parental caution for 1st June.

BB asked whether governors were satisfied with the risk assessments and other documents circulated, noting that if they were she would write to parents tomorrow to confirm final details (including requirements for packed lunches in the first week and a strict one way system to enter and exit the school via the road and Village Hall carpark).

The Board asked CD for the staff's views regarding reopening. CD said that staff were 'going for it' and trying their utmost to ensure everything runs smoothly, emphasising that staff had input into the plans and were hopeful that they would operate but in these unprecedented times and with ever-changing guidance they could not be certain. She noted that staff would, as always, respond to the evolving situation as best they could.

The Board raised the following concerns:

- (1) What happens when the rest of the school are advised to come back? BB explained that all classes would attend part time – 2 days per week:
 - Bubble 1 (including siblings) Monday and Tuesday
 - Bubble 2 Thursday and Friday
 - Wednesday: School closed for deep cleaning
- (2) The government is slow to issue guidance but quick to require implementation.
- (3) Further negative impact on Home Learning:
 - Staff will not be able to devote as much time to home learning provision/contacting those at home as currently
 - Staff wellbeing – staff overstretched (full days in school THEN dealing with home learning/learners)

BB explained that staff would continue to plan home learning and provide links for extended learning. In school provision would revert to basics to ensure no gaps and focus on induction and transition for Yr6.

Governors expressed concern about negative impact on staff – feeling they must do even more than currently. One governor noted that her child's class teacher had already been in touch to reassure parents that, whilst she would be busy during the normal school day teaching a class, she would respond to emails during evenings and weekends. All governors acknowledged that staff were already working significantly over and above requirements, when in school they would be with

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their 'bubble' all the time (including break and lunch) and they were very concerned about staff wellbeing/need for down time.

KE observed that, save for the Easter weekend, the school had remained open and it was crucial that staff had a break over Half Term and the Summer Holidays.

BB also noted:

- Rather than (as advised) change the school's Behaviour Policy (with its bespoke and finely tuned Restorative Justice provisions), she had included codes of conduct in the School Opening 1st June guidance to parents
- Given the numbers returning in the second phase (potentially in late June) all teachers would return to their original class

One governor queried whether the school was considering opening – to KW/V only – over the Summer Holidays. BB clearly stated that it would not as staff desperately need and were entitled to a break then (having received so overtime for their current hard work and contractual entitlement to leave) and she would not ask that of her staff. She explained that the Board would need to find alternative staffing and funding for it should it require summer opening.

A governor asked whether that had been any guidance regarding overtime.

BB reported that, wraparound care staff having been furloughed, there may be an opportunity for staff providing extended care to KW/V to be paid overtime and the school to reclaim under Covid 19 arrangements and this was being investigated by the school's Finance Officer.

It was unanimously agreed that all measures had been taken and plans are as robust as possible to make reopening the school as safe as feasible.

BB highlighted the usual Monitoring Report:

- Did not include Term 5 data as this was extraordinary and of little insight to governors at the current time. She reported that she had, in compliance with current requirements, been submitting daily registers to the Local Authority (LA) and Department for Education (DfE) and could provide numbers from those registers should governors require, but she considered these to be irrelevant for governor monitoring save in respect of KW/V – of which there were on average 11 attending regularly at present. The Board agreed with this analysis of what information was useful to its oversight.
- Required some alteration to teacher sickness absence data as the system automatically carried forward any period of sickness carrying on into June which artificially inflated numbers

She also noted:

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	<ul style="list-style-type: none"> • One TA is returning on 1st June • 1 Teacher and 1 TA are classed as clinically extremely vulnerable and will not return to work before September • 1 other TA is currently shielding but may be able to return before the summer • If any of the staff were ill, their bubble would have to be close down • Safeguarding: A further concern – two siblings – was reported to Multi-Agency Safeguarding Hub (MASH) today (in addition to those in the report circulated) • Downward trend in number of accidents is attributable to far fewer children being in school • Behaviour has really improved – Yr4 in particular shows improvements – attributable to robust policy and back-up systems/structures and staff adherence to them <p>BB further reported that she had completed teachers' mid-year reviews and would like to do end of year review prior to her leaving. It was acknowledged that the review process would be unusual this year as staff were working outside their usual year groups, school was not operating normally and so targets are volatile and there may be inadequate evidence of data targets. However, the importance of prioritising staff reviews remained high given the hard work continuing across the school. It was unanimously agreed that LN should deputise for DN on the Pay Panel if required.</p> <p>BB explained that GP was eager to settle in during August and requested consent to hand over keys and technology at a date to be agreed between her and GP in August. She stressed that she was more than happy to continue in role until 31st August if the Board required and was simply making this proposal to ease transition arrangements prior to start of the new academic year. It was unanimously agreed that BB hand over keys and technology to GP during August at a precise time agreed between BB and GP.</p>	<p>AC to propose dates in July for Pay Panel (AC, BeB and DN/LN to meet)</p> <p>F&P to consider amendments to Pay Policy in September to remove prohibition on F&P Committee members sitting on the Pay Panel</p> <p>BB to agree handover date with GP and circulate the agreed date via MH</p>
<p>5</p>	<p>Safeguarding Governor Update LN reported that:</p> <ul style="list-style-type: none"> • Prior to lockdown she met with BB on 16th March (one of standard meetings which take place three times per annum) • SCR training cancelled – she will re-book when it is rescheduled • This term she has been in contact with BB via email: <ul style="list-style-type: none"> ○ Meeting in reports circulated has been shared ○ Children in Need/Safeguarding meetings have been continuing as usual (but virtually rather than face-to-face) ○ BB has been conducting socially distanced, unannounced home visits 	



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	<ul style="list-style-type: none"> ○ Risk assessments have been drawn up for vulnerable children and these are reviewed weekly ○ All children are contacted regularly to check are they are ok by the Inclusion Manager, BB, or class teacher <p>BB added that GP was meeting her in two weeks' time for a safeguarding handover meeting.</p> <p>Questions were invited. There were none.</p>	
6	<p>Teaching & Learning Committee Update</p> <p>It was noted that the T & L committee had not met – the last meeting having been scheduled for the week lockdown began, during which extraordinary staff meetings took priority.</p> <p>BB reported that the end of Term 4 data had been completed and predictions for end of term 6 (based on previous data) made – so there was full data for all children and they had not been disadvantaged through not having been in school.</p> <p>BB cautioned that the first data drop in December may look different as children get back up to speed following lockdown/school closure.</p>	
7	<p>Foundation & Ethos Committee Update</p> <p>It was noted that the F&E minutes (from meeting on 15th May) had been circulated prior to the meeting and it was presumed that all present had reviewed them.</p> <p>AC highlighted:</p> <ul style="list-style-type: none"> • All members of the committee had been in contact with school • The local Reverend and his team were committed to ensuring leavers' services and bibles happened in some way and arrangements for this were in hand • A remote (pre-recorded video) whole school assembly had been provided <p>There were no comments or queries on the F&E report.</p>	
8	<p>Finance, Premises, Staffing & HR Committee Update</p> <p>It was noted that the F&P minutes had been circulated prior to the meeting and it was presumed that all present had reviewed them.</p> <p>RJ highlighted:</p> <ul style="list-style-type: none"> • The meeting took place remotely and the minutes run through the details discussed • Staff absence and wellbeing was a key focus 	

	<ul style="list-style-type: none"> • The Committee are very grateful to the school's Finance Officer for exceptionally clear monitoring reports and presentation • An impressive amount of remote training had been undertaken by staff • The Committee agreed a number of further actions as part of a general review of its activities: a schedule of maintenance and detailed review of annual Action Plan/Agenda (to ensure all delegated responsibilities are clearly covered and timetabled as appropriate) – these will be brought back to FGB in due course <p>There were no comments or queries on the F&P report.</p>	
<p>9</p>	<p>AOB</p> <p>MH directed governors to details of LA virtual training uploaded under AGENDA 09 and various LA communications uploaded to File Manager.</p> <p>On behalf of the Board, KE extended profuse thanks to all staff for everything they are doing during these unprecedented times. He emphasised that the governing body were very aware that all staff are working very hard and greatly exceeding all expectations and this was hugely appreciated.</p> <p>The Board asked if there was anything staff required from governors. CD suggested that link governors contacted their class teacher to offer a friendly ear, check they are ok and express their appreciation if they have not already done so – as this would definitely be well received.</p>	
<p>10</p>	<p>How have we contributed to the vision of By Brook Valley C of E Primary School today?</p> <ul style="list-style-type: none"> • Agreed an early pay panel – sitting prior to succession • Secured safety and wellbeing in relation to the phased return from June • Agreed to a summer holiday timeframe for GP to settle in before 1st September • Acknowledged the fantastic effort of staff, the effects on their wellbeing and offered support to ensure they continue to be aware of being highly valued <p>KE extended his thanks to all members of the Board for their continuing support and input – acknowledging that all are juggling other commitments (day jobs, support of children's home learning, etc) and their continued dedication of time and expertise was much appreciated.</p>	<p>N/A</p>

11	Date of next meeting: 9 July 2020 at 6.30pm (via virtual conference facilities)	Note
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The Chair closed the meeting at 7.30pm

Signed..........

Date..........