



**Part 1 Minutes of the Meeting of the
FULL GOVERNING BODY
of Hermitage Primary School**

Date:	Wednesday 6 th May, 2020, at 4.00pm	
Venue:	Via Zoom Video Conferencing	
Present:	Brian Donlon BD Chair Harry Korkou HK Helen Ross HR Louisa Smith LS Rebecca Mallon RM Mike Lockett ML Margaret Wilson MW Basil Gaynor BG Alex Davidson AD	Elected Governor Parent Governor Headteacher Staff Governor Parent Governor Elected Governor Elected Governor Parent Governor Elected Governor
Absent:	None	
In attendance:	Jill Cox JC John Addison	Deputy Headteacher Clerk to the Governors

The meeting met its quorum.

Decisions, actions and areas of challenge during discussions indicated in bold text.


Agenda item 1	INTRODUCTIONS AND APOLOGIES FOR ABSENCE
Discussion:	Any apology for absence was received and accepted from Sarah Collier.
Agenda item 2	DECLARATION OF PERSONAL OR PECUNIARY INTERESTS
Decision:	There were no new declarations
Agenda item 3	DECLARATION OF ANY OTHER BUSINESS
Decision:	That, as no items of AOB had been communicated to either the Chair or the Clerk 24 hours prior to the meeting there was no additional business to discuss.
Agenda item 4	MINUTES OF THE LAST MEETING OF THE FULL GOVERNING BODY HELD ON 6TH FEBRUARY 2020
Decision:	The minutes of the FGB held on 6 th February were approved as a correct record and signed by the Chair.
Agenda item 5	ACTION LOG
Discussion:	Governors reviewed and updated the Action Log

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on 6th May 2020.

Signed by: B. Donlon

(Chair) Date: 16/06/2020

Decision:	That the updated Action Log be noted.
Agenda item 6	CORONA VIRUS UPDATE RE SCHOOL OPERATION
Discussion:	<p>HR updated Governors as follows.</p> <p>School had been open since 23rd March 2020 with initially 19 children of key workers present, however, numbers fluctuated between 1-5 depending on parental shift patterns. 4 more children were expected shortly. School was open over Easter but not Bank Holidays.</p> <p>Staff, apart from the Head and Deputy Head, were on a 4 week rota with 2 staff in daily. 2 members of the site staff were in School and classrooms were deep cleaned daily. Administrative staff were working from home whilst 2 staff were self- isolating.</p> <p>In relation to free school meals, School initially prepared packed lunches though this had not been sustainable. The Government's Edenred Scheme was now being used after resolving some initial problems.</p> <p>Social distancing even with 5 children was difficult. Regular handwashing was being maintained and hand sanitisers were in every classroom..</p> <p>School had provided 2 weeks of e-learning post close down up to Easter. When it became clear after Easter that the lockdown would continue, weekly home Learning Sheets were produced. School was not conducting any virtual lessons for safeguarding reasons.</p> <p>Staff kept in touch with families via e-mail to monitor work and also just to keep in touch. School kept in touch with teaching and non-teaching staff via Zoom. Staff were undertaking some limited CPD whilst a Zoom meeting was being arranged to discuss the curriculum from September. Staff were also working on reports on what had been achieved to March 2020.</p> <p>HR commented that making arrangements for new starters was problematic and School was working on a video welcoming Reception children. Year 6 transition was being facilitated via a video on the School website and via the production of a Frequently Asked Questions sheet.</p> <p>ML commented that contact with staff seemed positive.</p> <p>HK raised the issue of when School would return. HR commented that nothing had been decided as yet but that when School received definitive information plans would be put in place accordingly.</p> <p>BG asked if there was any feedback from staff as to how the weekly Learning Sheets were operating. HR advised that the weekly Learning Sheets were based on a template which was amended via subject areas. Phone calls were undertaken to obtain feedback.</p> <p>In response to a number of questions from ML, JC gave details of EHCP provision for year groups. Particular attention was drawn to the impact of 6 Yr 6 children with EHCPs leaving the School from September and the possible financial implication this would have.</p> <p>HR commented that bringing the start of the Autumn term forward to August was merely</p>



	speculation at present
Decision:	That the Head Teachers update be noted
Agenda item 7	GOVERNANCE ORGANISATION
Discussion:	<p>Governors considered a number of issues around continued Governance of the School should a number of scenarios present themselves. These included:-</p> <ul style="list-style-type: none"> • A situation where the Chair and Vice Chair became unavailable; • Amending the quorum of the meeting; • Keeping abreast of latest Government advice and maintaining Governors skill sets; and • How to deal with complaints. <p>In respect of a situation where the Chair and Vice Chair might become unavailable, Governors were of the opinion that there would be a sufficient number of remaining Governors with the relevant experience to enable business to continue. Accordingly, Governors were content to not identify a Governor who would "act up" as Chair and felt that the quorum should remain as is.</p> <p>In respect of Governors maintaining their skill sets, Governors acknowledged that training courses had been cancelled but were confident that "virtual meetings" would soon begin to fill the gaps</p> <p>In relation to complaints, Governors were content to follow the processes contained in the School's Complaints Policy.</p>
Decision:	That the report be noted.
Agenda item 8	BUSINESS CONTINUITY
Discussion;	<p>Governors discussed the following matters in relation to business continuity.</p> <p><u>Critical Decision Making/Chairs Actions</u> Governors were confident that the current process for the Chair to take any urgent action subject to it being reported to the next FGB addressed this issue.</p> <p><u>School Leadership – What happened should the Head/Deputy Head become unavailable.</u> HR commented that should both the Head and Deputy Head become unavailable then there was enough sufficiently experienced staff to ensure that the School functioned normally.</p>
Decision:	That the report be noted
Agenda item 9	STAFFING
Discussion;	<p>BD congratulated Jill Cox on her appointment as Deputy Head Teacher.</p> <p>HR reported that Adam Sproston left the School after Easter to take up a new position but because of the current situation had not been able to formally commence his new role. Adam had, however, volunteered to help the School in the absence of a SENDCo.</p> <p>A replacement SENDCo had been appointed and would take up the position with effect from</p>

September 2020.

HR reported that a temporary teacher had been appointed some 18 months ago and that the contract was coming to an end. Owing to the number of high needs children leaving School the post would not be replaced and cover would be provided by JC. A Teaching Assistant had also left School.

BG asked if the TA would be replaced? HR responded that the TA would not be replaced but that School would be looking for a part time teacher to cover the 0.5 teaching time of the SENDCo. This would be covered from agency staff.

Decision: That the report be noted.

Agenda item 10 SAFEGUARDING

Discussion: HR reported that prior to lockdown, School had examined the Whole School Register and RAG rated vulnerable children. A decision had been taken that unless there was a concern about safety then it was thought best that children stayed at home. There were no children under Social Services Care.

Regular communication was maintained with parents and each week a member of the SLT contacted families of children with EHCPs .

As previously stated, there were no on-line lessons and an on-line Newsletter had been prepared encouraging e-safety.

BG asked if the LA was requesting updates on the children with EHCPs? HR advised that the LA had asked for information around risk assessments and that School had to complete daily attendance returns about children in School with EHCPs. There was also a weekly phone call to a designated contact at the LA to discuss any issues.

HK asked if the School had received details of any home issues? HR responded that children could have anxiety but feedback was mostly good.

Decision: That the report be noted.

Agenda item 11 OTHER SCHOOL ISSUES

Discussion: School Numbers From September 2020
BD asked if the numbers for September 2020 had been finalised?

HR advised that 30 places had been offered for Reception, however, various consultations were on-going regarding children who could possibly have EHCPs by September and who might want a place at School if resources allowed. There was also a case of alleged maladministration against the LA from a parent which could result in the School having to admit their child. HR advised that an enquiry had been received in respect of a Yr4 child but nothing further had been received.

Finance
 BD commented that regular financial updates continued to be prepared and that the School's

	<p>financial position looked positive. The 2020/21 Budget would need to be finalised at the next meeting. HR responded that potential challenges were being identified but that the budget would be ready for the next meeting.</p> <p><u>School Development Plan</u> BD asked if a review of the School Development Plan was needed for September.</p> <p>HR responded that the curriculum formed a major part of the SDP and that it would be a positive step for Subject Leaders to contact Governors via Zoom to update and review what needed to be done.</p> <p><u>Year 6 Transition</u> HK asked what was being put in place in respect of the children transitioning into High School without any SATS results? HR advised that she had spoken to the High School about the amount of data needed. Meetings would be held with the transition lead to discuss each child whilst the High School was putting plans in place a video tour of the School</p>		
Decision:	That the report be noted.		
Action:	What:	Who:	When:
	Subject Leaders to e-mail Governors to arrange Zoom meetings	Subject Leaders	ASAP
Agenda item 11	DATES OF FUTURE MEETING		
Decision:	Tuesday 16 th June, 2020 at 4.00pm Wednesday 1st July, 2020 at 4.00pm		