



Chacewater C.P. School



Part of the
Truro and Penwith
Academy Trust

Circulation List:

Chacewater Primary School - copy for public access
The Vault – TPAT
Mr Nick Aldworth, Management Accountant, TPAT
School copy – for parental access

Governing Board

Mr Chris Gould - Headteacher	Headteacher
Mr Murray Nelson	Co-opted
VACANCY	Co-opted
Mrs Julia Bruce	Co-opted
Mrs Nichola Burrows	Co-opted
Mrs Penny Laban	Co-opted
Mrs Victoria Sanderson	Co-opted
Mr Terry Lister	Co-opted – Chair
Mrs Rachael Curnow	Co-opted – Vice Chair
Mrs Nicola Soutar	Parent
Mrs Polly Langford	Parent
Mrs Kerry Rice	Staff
Mrs Jo Hunt	Staff

CHACEWATER SCHOOL VIRTUAL LGB MINUTES

Wednesday 20th May, 2020

Local Governing Board

Typed: 20th May, 2020

Approved for circulation: 28th May, 2020

Linda Cackett – Independent Clerk

LOCAL GOVERNING BOARD VIRTUAL MEETING MINUTES

School:	Chacewater Community Primary School
Quorum:	5/12 – 40% - 1 vacancy at present
Chair:	Mr Terry Lister
Clerk:	Mrs Linda Cackett
Date of meeting:	Wednesday 20th May, 2020 at 5.00 pm
Venue:	Virtual meeting facilitated by Zoom

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Mr Chris Gould - Headteacher	✓		P
Mr Murray Nelson – Co-opted	✓		P
Mr Terry Lister – Co-opted – Chair	✓		P
Mrs Jo Hunt – Staff	✓		P
Mrs Julia Bruce – Co-opted	✓		P
Mrs Kerry Rice – Staff	✓		P
Mrs Nichola Burrows – Co-opted	✓		P
Mrs Nicola Soutar – Parent	✓		P – in part
Mrs Penny Laban – Co-opted	✓		P
Mrs Polly Langford – Parent	✓		P
Mrs Rachael Curnow – Co-opted	✓		P
Mrs Victoria Sanderson – Co-opted	✓		P
VACANCY – Co-opted	✓		-
Mr Nick Aldworth – Management Accountant - TPAT		Management Accountant	P
Mrs L Cackett		Independent Clerk	P

1	Apologies and consideration of consent for absence There were no apologies as everyone was in attendance, except for Mrs Soutar who was having difficulty connecting to the virtual meeting.	ACTION:
2.	An opportunity to declare any additional Business or Pecuniary Interest/s and protocol for virtual meetings No additional declarations were made.	
3.	Constitution 3.1 Next terms of office to expire The next terms of office to expire are: <ul style="list-style-type: none"> • Mrs K Rice – Co-opted Governor – 8th September, 2020 • Mrs R Curnow – Co-opted Governor – 6th October, 2020 	

These minutes are agreed as an accurate reflection of the meeting.

Signed Date Tuesday 9th June, 2020 Page 1 of 6

(Chair of Governors)

3.2	Vacancy The Clerk reported that there was currently one Co-opted vacancy.	
4.0	Minutes of the last meetings	
4.1.1	29th January, 2020 The minutes of the meeting held on 29 th January, 2020 were APPROVED as a true and accurate record of the meeting. It was agreed that as they were so long ago all actions required had been actioned or superseded.	
4.1.2	23rd April, 2020 The minutes of the meeting held on 23 rd April, 2020 were APPROVED as a true and accurate record of the meeting.	
4.2.1	Matters arising – 29.01.2020 None.	
4.2.2	Matters arising – 23.04.2020 None.	
5.0	Headteacher's Update – Re-opening School The Headteacher wished to thank everyone for all the guidance being read and comments being given regarding the letter to the parent and all of the paperwork regarding the re-opening of the school for YR, Y1 and Y6. <i>5.15 pm – Mrs Soutar joined the meeting</i> The Headteacher summarised the plans to the Board: <ul style="list-style-type: none"> • All the guidance shows that the school has to work in bubbles and there can be no more than 15 people in a bubble. There were 21 key worker pupils this Monday, the numbers are clearly increasing. The people in the bubbles are not allowed to mix. The initial plans have been amended as children must remain with the adult they are with, the teacher cannot swap bubbles, however there will be skyping. • To staff the bubbles, every member of staff has been allocated to a bubble, however 4 members of staff are unable to return at present. The school is concerned about Mrs Law's health on her return so this will be monitored, cover is paramount. All the bubbles are now sorted, Mrs Fortey is happy with the proposed plans, the challenge is the after-school club. The majority of schools are returning for 4 or 4 ½ days. The Headteacher explained that he proposes to move to a 4 ½ day model so school with finish at 12 	

These minutes are agreed as an accurate reflection of the meeting.

Signed Date Tuesday 9th June, 2020 Page 2 of 6
(Chair of Governors)

	<p>noon on the Friday to allow deep cleaning of the school. A governor asked who is going to undertake the cleaning, the Headteacher confirmed that Interserve are to undertake the cleaning. Two additional black bins have been purchased, as they are filled if Interserve do not empty them then they will be taken outside by the Headteacher. Appropriate gloves, masks, aprons etc are in place in the classrooms, all water checks have been undertaken. Soap dispensers are being put in all classrooms and two sinks are going to be fitted into the classrooms.</p> <ul style="list-style-type: none"> A governor asked what is happening with key workers regarding wraparound care, the Headteacher explained the way in which the bubbles would work outside, if wet they will be in a very big space, staff are fine with the arrangements, a lot are siblings. The Headteacher will charge for after school club to reduce the numbers that are staying. It will run to 5.30 pm but will now be chargeable. The Chair asked if keyworker children will attend on the Friday afternoon, the Headteacher confirmed that the school will but only until 3.15 pm which will be added to the letter. <p>The Board APPROVED closing at 12 noon on a Friday and 3.15 pm for keyworker pupils on a Friday. Questions were invited, a governor commented that if other year groups have to return to school will it be impossible. There was no real answer to this. A governor commented that she wished to personally object to schools being made to go back and very strongly objected to the school being a guinea pig, another governor also congratulated the school for getting everything in place but was in agreement that schools should not be reopening. The Chair stated that the staff are clearly putting the children first and this is to be commended. The Headteacher appreciated the comments, but he is in a position that he has no choice, the staff have been with him throughout the whole process, the school is now ready to go. He takes the concerns raised on board and there will be staff meetings regularly and de-briefings. If someone has symptoms, everyone in the bubble has to isolate. All parents will be kept in the loop. A governor commented that she was assured that all staff were on board and felt that the Headteacher has handled everything very well and de-briefings will be very important. It is important to have confident staff to ensure pupils are confident.</p> <p>The Board were reassured by staff that all staff have been consulted and feel safe and supported throughout the process. The atmosphere in school is 'togetherness' everyone pulling together. A member of staff did have concerns about the children, she felt that it was not a friendly, welcoming environment, but staff will greet the pupils with smiles, however all the staff are 100% behind the Headteacher. The Chair added that there were certainly children who will benefit from returning to school.</p>	
--	--	--

These minutes are agreed as an accurate reflection of the meeting.

Signed Date Tuesday 9th June, 2020 Page 3 of 6
(Chair of Governors)

	<p>The Headteacher confirmed the brand-new golden rule, 'respect your space and wash your hands'. It was asked whether if a parent sends their child in is it full time and not a pick and choose schooling option. The Headteacher confirmed that it was full time, 24 hours' notice is required. The Headteacher explained that 24 hours' notice is necessary to ensure bubbles are run correctly, he cannot wait for people to change their minds. The Board felt 24 hours' notice was not long enough and APPROVED that 1 weeks' notice should be given and not 24 hours.</p> <p>A governor asked what happens about absence during this period, the Headteacher explained that all parents will have the letter tomorrow and every week parents will need to check in with him to let the school know what is happening on a weekly basis. She asked if all contact details were up to date, the Headteacher confirmed that this is being checked. The Headteacher added that the keyworker bubble has been upset by an increase in numbers. This has led to a parent being upset, but with over 20 pupils he needs two bubbles. A governor added that at her school she has carried out a survey and the letter and also updated the Home School Agreement. The Headteacher agreed to action a Home School Agreement this week. A governor asked how the letter will be circulated, the Headteacher explained that everything will be done that is humanly possible to ensure receipt of the letter, text, emails, website etc.</p>	Headteacher
6.0	<p>Business critical decisions (e.g. budget approval, ratifying school leadership appointments etc.)</p> <p>The Headteacher explained that there has been £1500 increase in purchases due to Covid-19 and additional staffing costs and these will reduce the reserves.</p> <p>Mr Aldworth added:</p> <ul style="list-style-type: none"> • No income from after school charges in region of £6,000. • Grants for schools cannot see school profiteering through Covid-19. However, a grant application could be made if expenditure exceeds. There will be additional costs, but savings will be made as reduction in the bought in providers and possibly in the catering line. There is a lot of 'watch this space', Mr Aldworth assured the Board that they will be kept informed. • The Headteacher added that the school camp cost £7,400 and £4,000 will be refunded from PGL but the remainder has to be obtained via the insurance. The school now can refund the parents via ParentPay due to the PGL refund being made. Hopefully, parents should receive their refunds after half term. • Dunster House have been paid to make the building, quotations have been received to build the building. The Headteacher explained there were issues and will be addressed when school returns after Covid-19. 	

These minutes are agreed as an accurate reflection of the meeting.

Signed Date Tuesday 9th June, 2020 Page 4 of 6
(Chair of Governors)

7.0	<p>Monitoring how the school is continuing to provide care for children who are vulnerable, children with EHP plans the children of key workers, associated risks, issues etc.</p> <p>The Headteacher explained that any pupils with educational health care plans are being catered for. Vulnerable children are going to actively encouraged to return to school and the school will work with the family support workers. The Headteacher reported that the child that might be leaving will be staying another year.</p>	
8.0	<p>Any issues arising from how the building is currently being used and remote working for staff.</p> <p>A staff governor raised her concern with a faulty fire door which keeps being mended and then fails again. The Headteacher confirmed that it has been reported in the correct way, he has reported via the Help Desk, reported it on Safesmart and also spoken to Mr Eddy. The Board agreed that it must not be allowed to happen again as has injured a member of staff. Mrs Burrows asked to be copied in to further emails, she wished to ensure the whole mechanism is replaced.</p>	Headteacher
9.0	<p>Support being given to parents and carers to help them educate their children at home</p> <p>The school is continuing to work very hard, the Headteacher does not want staff to be overworked. The Headteacher wants to ensure teaching is undertaken in school and staff do not have to double-plan.</p>	
10.0	<p>Monitoring the wellbeing and welfare of pupils, staff and stakeholders.</p> <p>The Headteacher has received a Headteacher's Wellbeing Survey today. He stressed that the mental health of the pupils returning will be a key issue and paramount. A governor commented that anything of use of the parish page she is putting on the school Facebook page. The Chair commented that it was important that the Headteacher's welfare is looked after also.</p>	
11.0	<p>Diary Dates</p> <p>Local Governing Board Meeting</p> <ul style="list-style-type: none"> Monday 13th July, 2020 at 5.00 pm - Paperwork deadline 01.07.2020 <p>It was agreed to hold an Extraordinary Local Governing Board meeting on Tuesday 9th June, 2020 at 5.00 pm.</p> <p>Health and Safety Committee Meetings</p> <ul style="list-style-type: none"> Wednesday 17th June, 2020 – virtual meeting 	

These minutes are agreed as an accurate reflection of the meeting.

Signed Date Tuesday 9th June, 2020 Page 5 of 6
 (Chair of Governors)

	<p>The Board wished to thank the Headteacher and all the school staff for the superb work and commitment during such difficult times.</p> <p><i>6.06 pm - Staff governors left the meeting.</i></p>	
12.0	<p>Chair's Report</p> <p><i>See Confidential minutes</i></p> <p>The Chair thanked everyone for their attendance and the meeting closed at 6.18 pm.</p>	

These Minutes were passed as true and accurate at the Extraordinary Local Governing Board Meeting on Tuesday 9th June, 2020.

Signed: **Chair**
Mr Terry Lister

Dated: **Tuesday 9th June, 2020**

These minutes are agreed as an accurate reflection of the meeting.

Signed Date Tuesday 9th June, 2020 Page **6** of **6**
(Chair of Governors)
