



## Part 1 Minutes of the Meeting of the FULL GOVERNING BODY of Lower Peover C of E Primary School

<b>Date:</b>	Wednesday 6 <sup>th</sup> May 2020 at 11.00am	
<b>Venue:</b>	Via Zoom Video Conferencing	
<b>Present:</b>	Debbie Rutter(DR) Louise Lawton (LL) Sharon Dean (SD) Peter Longinotti (PL) Martin Hughes (MH) Tim Knowles (TK) Alan McIntyre (AM) Graham Norbury (GN) Kristen O'Shea (KO'S) Paula Perry(PP) Janet Gidman (JG)	Parent Governor – Chair Foundation Governor – Vice Chair Head Teacher Foundation Governor Foundation Governor Foundation Governor Trust Representative Foundation Governor Parent Governor Staff Governor Foundation Governor
<b>Apologies:</b>	Jason Haslam	
<b>Absent:</b>	None	
<b>In Attendance:</b>	John Addison Jo Tinker	Clerk School Business Manager

**The meeting met its quorum.**

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

<b>Agenda item 1</b>	<b>INTRODUCTIONS AND APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	The meeting opened with a prayer. An apology was received from Jason Haslam.
<b>Resolved:</b>	<b>That the apologies be accepted.</b>
<b>Agenda item 2</b>	<b>DECLARATION OF PECUNIARY, PERSONAL OR EDUCATION INTEREST</b>
<b>Discussion:</b>	LL declared that she had worked 81.25 hours out of a possible 500. There were 418.75 hours remaining.
<b>Agenda item 3</b>	<b>DECLARATION OF ANY OTHER BUSINESS</b>
<b>Discussion:</b>	None declared
<b>Agenda item 4</b>	<b>MINUTES OF THE LAST MEETING of 22<sup>nd</sup> April 2020</b>
<b>Discussion:</b>	The minutes of the previous meeting of 22 <sup>nd</sup> April 2020 had been circulated to Governors prior to the meeting.
<b>Resolved:</b>	<b>That the minutes of the meeting of 22<sup>nd</sup> April 2020 be approved as a correct record.</b>

Part 1 Minutes of the meeting of the  
FGB of Lower Peover CofE Primary School  
held on 6<sup>th</sup> May 2020.

Signed by: \_\_\_\_\_ (Chair) Date: \_\_\_\_\_

<b>Agenda item 5</b>	<b>ACTION LOG</b>
<b>Discussion:</b>	The Action Log was to be reviewed as appropriate.
<b>Agenda item 6</b>	<b>CORONA VIRUS UPDATE RE SCHOOL OPERATION</b>
<b>Discussion:</b>	<p>SD updated Governors in respect of the operation of the School since the last meeting.</p> <p>The numbers of children in school daily varied from 1 to 12 whilst two members of staff were always in attendance for the whole week to limit any cross contamination. At least one member of staff had a first aid certificate.</p> <p>If daily numbers increased any further, then the rota would be amended to include an additional member of staff. This was to support the needs of the children in school and to ensure social distancing, as much as possible.</p> <p>SD advised that she and the Business Manager came into school regularly, however, both had access to school systems via Splash so could easily work from home. All other staff worked from home and prepared work for the children, which they uploaded to the school website. Staff were preparing an overview of the curriculum for September and making changes to use the local area more effectively. A ZOOM senior leadership meeting was planned for this week to finalise the work so far.</p> <p>Three staff members were on 12-week lock down due to their own health or that of a family member. This 12-week period ended on June 12<sup>th</sup>. The Site Manager opened the school every morning and remained in school until 12 noon. The Site Manager had completed numerous maintenance tasks over this period including painting the hall, clearing out all stock rooms and shed, completing work in the kitchen, tidying up the library room, completing the school garden at the front of school, building a 'bug house', and making benches etc for the greenhouse.</p> <p>The cleaner was in School from 4-6pm daily to clean the areas that had been used during the day, plus door handles etc whilst the cook came in daily to provide meals for the children and staff in school.</p> <p><b>Governors asked SD to relay their thanks and appreciation to all staff for their efforts during this difficult time.</b></p>
<b>Resolved:</b>	<b>That the Head Teachers report be noted with thanks</b>
<b>Agenda item 7</b>	<b>GOVERNANCE ORGANISATION</b>
<b>Discussion:</b>	The Chair advised that no decisions had been taken under urgent action
<b>Resolved:</b>	<b>That the report be noted</b>
<b>Agenda item 8</b>	<b>FINANCE</b>
<b>Discussion:</b>	<p>LL updated Governors on the outcome of discussions with Cheshire West and Chester regarding the School's budget. The 3-year budget plan overview had been emailed to all Governors.</p> <p>In essence Governors were advised that there was no real changes to last year's budget, however, the tenants maintenance budget had been increased to £20,000 from £16,000 as this budget code was always overspent, and educational equipment £5,000 from £3,000</p>

	<p>LL advised that the School had received £350 Virtual School Funding plus additional SEN funding from Cheshire East Council. The Virtual School monies would be spent on ELSA training for a member of staff when training courses became available.</p> <p>The School was receiving numerous enquiries for children to become pupils, as family circumstances had changed due to COVID- 19. The children were currently in independent schools, mainly The Grange and Yorston Lodge. The School could not officially offer any places for September until June, when the in- year transfer opened. There were currently 30 places allocated for Reception intake for September 2020, with five children on the waiting list. However, due to infant class size restrictions the School could not go beyond 30 children, unless a child had SEN needs and named the School or a child in care/adopted.</p> <p>The School had had to cancel two residential trips: Year 2 one night stay at Foxhowl and Year 6 one night stay at London. This had proved quite a challenge as Foxhowl was charging a 50% cancellation fee (£972) and the London trip was charging an 80% cancellation fee (£4710). An insurance claim had been completed for the remainder of the money. However, there was a concern that some schools claims had not been successful. Parents were now requesting refunds.</p> <p><b>In response to Governor's questions, the SBM advised of the current position regarding the insurance claim. Governors counselled caution on making any refund at the present time until the School had checked its position both legally and in audit terms, that it had the authority to use School funds to reimburse parents and which could, potentially, set a precedent for the future. Governors were reminded that, following the declaration of a pandemic on 13<sup>th</sup> March, 2020, insurance companies had changed the terms and conditions of policies.</b></p> <p><b>DR recognised that certain parents were experiencing financial difficulties and that the School must do all in its 'power to help them by getting their money back.</b></p> <p><b>MH asked if the School was experiencing any financial consequences of the current situation. SD advised that there was no specific impact although there had been some savings on the Sports Contract. The SBM reminded Governors that children were still in School so that, although there would be some savings on utility costs, these would not be significant. The SBM also advised that income from lettings would be reduced and that the School had paid the second instalment on the septic tank contract out of the Governors Account. PL suggested that care was needed to ensure that the School was not paying for works in advance in regard to the septic tank contract.</b></p> <p><b>In response to a question from LL, the SBM advised that the Governors Support Account currently had a balance of £7,452.</b></p> <p>Governors recognised that the current situation had had a dramatic impact on the work circumstances of parents and that School should sensitively inform them of the availability of free school meals once School re-opened. SD undertook to do this via the School newsletter .</p>		
<b>Resolved:</b>	<b>That the report be noted.</b>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	<b>Legal and audit advice be sought in relation to the possibility of the School reimbursing parents following the cancellation of residential trips</b>	<b>SBM</b>	<b>ASAP</b>

	<b>Information in regard to free school meals be included in the School newsletter</b>	<b>SD</b>	<b>As appropriate</b>
<b>Agenda item 9</b>	<b>STAFFING</b>		
<b>Discussion:</b>	SD advised Governors that there were no specific staffing issues to report although 1 member of staff was in self isolation.		
<b>Resolved:</b>	<b>That staffing update be noted.</b>		
<b>Agenda item 10</b>	<b>SAFEGUARDING</b>		
<b>Discussion:</b>	<p>SD advised that Mr Bradley, as School Inclusion Manager, was in weekly contact with the vulnerable children. SD and Mr Haslam had called all parents in school as a courtesy call, to check on welfare. All teaching staff had held telephone consultations by appointment.</p> <p>The parents of children with EHCPs had been advised that their child could come into School although only 1 child was in attendance.</p> <p>Free School Meals children had 'grab bags' to collect on a daily basis ( if requested) Two families had weekly grocery boxes, one family collected from a Crewe school whilst SD delivered the other box to Winsford.</p> <p><b>DR asked if there had been any issues with the FSM vouchers? SD responded that there had been no specific requests.</b></p> <p>Staff were not offering online lessons. Mr Bradley ran a ZOOM quiz session for children with parents last week. Mrs Perry and Miss Williamson had read stories to the children and these had been uploaded to the website.</p> <p>SD advised that there were no on-line lessons owing to e-safety concerns.</p>		
<b>Resolved:</b>	<b>That the report be noted.</b>		
<b>Agenda item 11</b>	<b>DATES OF FUTURE MEETING</b>		
<b>Resolved:</b>	<b>Thursday 11<sup>th</sup> June, 2020 at 11.00am</b>		

**There being no further business the meeting closed at 11.40am**