



**MINUTES
FROM THE MEETING OF THE
OPS LOCAL GOVERNING BODY
HELD ON MONDAY 14 SEPTEMBER 2020
AT 6.00pm VIA MICROSOFT TEAMS**

Actions from OPS LGB on 14 September 2020

Item Reference	Action	Person Responsible	Date raised
1.2	FD to forward out a reminder email to Governors who have not yet completed the Declaration of Interest forms.	FD	14/09/2020
1.4	When the ADP has been signed off CL to share this with Governors	CL	14/09/2020
1.9	CW to continue to follow up with tenants neighbouring land to ascertain whether they can offer any assistance with regard to the issue of accessing the school.	CW	02/03/2020
1.9	AC to contact owner of neighbouring land to enquire whether they would be interesting in selling this.	AC	14/09/2020
1.9	BM to forward PLE details on planning permission for new housing in the village	BM	14/09/2020
1.9	NF to look into company volunteer days and advise CL/LGB.	NF	02/03/2020
2.0	CL to share feedback from survey with Governors at next meeting.	CL	14/09/2020



**MINUTES
FROM THE MEETING OF THE
OPS LOCAL GOVERNING BODY
HELD ON MONDAY 14 SEPTEMBER 2020
AT 6:00PM VIA MICROSOFT TEAMS**

Members

- | | | | |
|---|------------------|-------|---------------------|
| ✓ | Claire Winson | (CW) | (Chair) |
| ✓ | Nik Fairfax | (NF) | |
| ✓ | Ali Pugsley | (AP) | |
| ✓ | Anne Constance | (AC) | |
| ✓ | Tina Webber | (TW) | |
| ✓ | Claire Luce | (CL) | (Head Teacher) |
| ✓ | Bethan Mockridge | (BM) | (Staff Governor) |
| | | | |
| ✓ | In Attendance | | |
| | | | |
| ✓ | Peter Elliott | (PLE) | (CEO) |
| ✓ | Fran Davis | (FD) | (Clerk) |
| ✓ | Greg Jones | (GJ) | (Company Secretary) |

✓ those present

1. **Procedural Matters**

The Chair welcomed everyone to the meeting.

1.1 Apologies for absence

All Governors were present

1.2 Declarations of Interest - New forms to be completed

Claire Winson, Tina Webber and Nik Fairfax have returned their forms.

Action - FD to forward out a reminder email to Governors who have not yet completed the Declaration of Interest forms.

FD

1.3 Election of Vice Chair – Ali Pugsley was nominated. CL proposed and CW seconded.

1.4 Appointment of Officers

1.4.1 Safeguarding – Ali Pugsley

1.4.2 SEND – Anne Constance

1.4.3 H&S – Nik Fairfax

CL mentioned that CP had undertaken curriculum link Governor and now she had left the LGB, it would be useful to have a replacement. After a brief discussion concerning the remit of the post, Tina Webber volunteered to become this curriculum governor.

PLE thought it would be useful for CL to share the ADP at the next LGB meeting.

Action When the ADP has been signed off CL to share this with Governors

CL

1.5 Governor training required

1.6 Governor Code of Conduct – all Governors confirmed they had read and agreed with the Code of Conduct.

1.7 Keeping Children Safe in Education (Part 2) - all Governors confirmed they had read and understood the KCSiE document.

1.8 Minutes from the last meeting on 13 July 2020

Minutes were agreed as accurate

1.9 Matters arising not contained elsewhere on this agenda.

Outstanding Actions:

- FD to forward out a reminder email to Governors who have not yet completed the Declaration of Interest forms – **Completed** all forms have been received.
- When the ADP has been signed off CL to share this with Governors – This will be after the final meeting in December
- CW to continue to follow up with tenants neighbouring land to ascertain whether they can offer any assistance with regard to the issue of accessing the school.
- AC to contact owner of neighbouring land to enquire whether they would be interesting in selling this.
- BM to forward PLE details on planning permission for new housing in the village
- NF to look into company volunteer days and advise CL/LGB.
- CL to share feedback from survey with Governors at next meeting.

2 Reopening Plan and Update

The reopening plan and update was available to Governors on Trust Governor.

CL went over the highlights:

- Open for 8 days and the children have done really well adapting to the situation.
- Over the weekend two families developed covid symptoms and quarantined their children until the test results came back. These were negative. However, parents are uncertain what to do when faced with these symptoms. Location of testing centres is also causing concern. PLE has made available 10 tests for each school but need to use selectively and this is not common knowledge.
- Staff are adapting to the new ways of working but many are having to do additional cover and this has been stressful.
- Some safety issues with the staggered drop off and collecting times have led to some tense times but we have tweaked this slightly although it is still not perfect.
- New cleaner has started at school
- Hand washing for children is very time consuming
- Each pupil has their own pack of resources
- The lunchtimes have been working well but hot meals start next week which is going to pose some logistical problems.
- Attendance was excellent with nearly 100% at the start of term however this has dropped due to illness.
- During quarantine time we will be providing home learning.
- Six new children have started and settled well.
- Three children have left, two out of area and the other to Hamp Academy as family live in Bridgwater.
- Exploring the cost of having a fourth classroom. Our reputation is spreading and we are having more families wanting to come to us.

The Chair was pleased to hear that the Trust was considering a fourth classroom as it was felt pupil numbers were getting to a capacity where we would not want to compromise quality of education. PLE would want to have a permanent building rather than a temporary one installed. Cost would be upwards of £300K

PLE wished to know how staff have settled in. CL advised LE has settled well and MD has stepped up with regard to the Sounds Write assessments. However, SA has resigned due to pressure of increased work which is really disappointing as she is well trained especially in ELSA. We have had an advert out for an additional LSA for three hours but no applicants have applied. We are therefore going to go through an agency. PLE suggested if not able to recruit this time we could look at an apprentice.

It was asked what plans are in place for pupils who are away from school due to testing and quarantine periods. PLE advised if a child is off for more than three days the Trust will be providing online education as a central facility that schools can request for families. Governors were pleased to hear this was available and felt this was a benefit of being in a Trust.

There was a discussion on what would be available for children if there is a whole school closure. CL advised we are planning for this eventuality and currently putting packs together and planning online learning.

CL carried out a parent survey to gauge their thoughts on how the previous home learning had gone, and although only 17 families replied, we did get a sense of how to deliver topics for families.

Action - CL to share feedback from survey with Governors at next meeting.

CL

The Trust have purchased in total 200 laptops for use should a local lockdown occur. We are able to lend one for up to 2 weeks. PLE requested CL to consider obtaining data on who might need one.

PLE requested feedback from the staff governors on how well did the school/trust do during lockdown.

All Governors worked, two had their own businesses and found it hard to juggle this and home learning. There were some very stressful times for them. One family found it hard to engage their child in the work provided and another child after a while got bored and could have benefitted from a more varied format of learning. One family had two key workers working and were able to send their children to school and balance shifts to engage with home learning. All agreed the amount of learning provided was great and in comparison, to what other local schools had offered, felt the communication, level and structure of work was excellent.

It was asked if Governors could identify one thing the school could have done better.

Governors generally felt engagement with their friends online and year study groups would be beneficial. A study buddy was also thought to be useful.

Below is a statement from one Governor who wished this to be shared with the LGB.

I wanted to add to my feedback within the minutes on how I felt school had operated during lockdown

When Claire contacted parents to ask who would like to return for the last weeks of the summer term, it was totally unexpected, but absolutely had put a halt to the start of a mental breakdown for me. We really were not coping at all with the pressures of both the older boys work, motivating them and supporting Dulcie to understand her tasks. This was alongside the immense stress of bringing our teams safely back to work and trying to meet the demands of our clients, Jim and I were working 15 hour days to try to make it all balance. I wouldn't usually be so open about how much I have struggled, but I would like you to know how bad it truly was in our household, it was a very dark time that suddenly became light in an instant! I don't know of any other school that had implemented this return for all children that wanted to come back, if there was an award to nominate Claire for her efforts during lockdown, I would be nominating her. I know that she is backed up by a strong team, but I don't see many strong leaders like Claire and one who genuinely loves her job!

Jim and I are also very thankful that BCT took over the school when it did, it doesn't bare thinking about if it was the previous leadership!

So, thank you to you all, I really have so much admiration and support for the Trust and I do tell everyone who asks/ makes negative comments (not very often, but I enjoy putting them in their place) that behind the scenes, an enormous amount of skill and hard work keep the wheels turning.

The Governors wished to thank the team, you are doing a fantastic job in very difficult circumstance. Thanks was given to the Trust for the great support given to the schools, parents and pupils.

4 Date of next Meeting – 2 November 2020