



CCI Governors: Caring Governors, Courageously Challenging, Inspiring All

## Christ Church C of E VC Infant School

### Finance, Staffing & Premises Committee

Caring Governors, Courageously Challenging, Inspiring All

Minutes of meeting held at School 22-01-2021 @ 9.05am

Committee: Jacky Wood, Julie Wilkins, Anna Martin, Jenny Falco, Chris Douglas

School Business Manager: Jackie Orr

Absent: n/a

Clerk: Laura Jones

Value of the Term:	Action
Courage	
<b>1. Welcome &amp; Apologies</b> Everyone is present	
<b>2. Declaration of Pecuniary Interests</b> None	
<b>3. Approval of Minutes</b> Minutes were approved for the last meeting	
<b>4. Late Items</b> SFVS (added to the chair slot)  Whistleblowing policy (added to the policies slot)	
<b>5. Head Report</b>  <b>Lottery Funding:</b>  Head and SBM met with Nicky who puts a bid in for lottery funding on the school's behalf. £10k to spend on new play equipment (climbing structure). Further to food bank held in October 2020 half term, which reached much further than the school community, this should now be a successful application. Also taking a little out of sports funding, and with £4-6k raised by the friends, first phase can begin which is an area leading up into the playground where the timber trail is. Mud which runs down causing problems, safe steps to solve the issue.  <b>Governor: If successful, what timeframe would we be working towards?</b>  Depends on what happens with lottery funding and how quickly it comes through. Hopefully, Easter time, to be ready for the Summer Term.  SBM confirmed timescales are around 12 weeks for approval of application.	

Signed off Chair.....Date.....



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**Lateral Flow Testing:**

Tests will be arriving this week ready for next week to start testing. Vague guidance, but attended tutorials and webinars, any staff and regular visitors to the school invited to take tests (not mandatory), which are taken twice a week at home. Times and days have been set to provide the results. If positive, action will be taken straight away with the relevant classes. Staff have been given instructions, shared training, and will be finding out which staff have opted out. Not had guidance on staff which have tested positive already. Risk Assessments will be updated accordingly and lots of recording to be done. Staff must submit to the Government their test results. Concerned about the impact on running the school and how accurate the tests are but will get used to it. Rapid tests will be done so can book these quickly.

**Governor:** Within the bubbles it is obvious which bubble will close. In terms of the cleaners/lunch staff what happens if they test positive?

The lunchbreak supervisor who may have had close contact with the children would be affected. Cleaners would not, as contact minimal (less than 15 mins). Just thinking about class staff and lunchbreak supervisors. Exception would be involvement with a child to do with behaviour and having prolonged contact. Got to be reactive as soon as a positive test. \*Flow chart shared to show exactly the steps to take if test is positive/void/negative\*  
Boxes of 7 tests given to staff. Most concerned about people reading the results. Staff were feeling positive on the briefing. Vulnerable staff asked if they could take a test if just feeling ill but advised only to do so if displaying COVID-19 symptoms and take the usual route of twice weekly.

**Governor:** Are you concerned that the staff might be reading the test incorrectly?

Yes, would advise to take another test if unsure.

**Supporting Staff:**

Appointed TA's, provides stability for staff. Some staff are currently shielding, which is manageable. Did not technically come into the category for shielding, no letters, but are vulnerable and anxious. School body now are not anxious, calm and sensible about the situation, creating a positive atmosphere in terms of wellbeing. Whilst we can do this, and they are working from home this works well. Wellbeing is ok, strange week, first week of January running on adrenaline but then the reality is hard. But staff are doing ok along with their wellbeing. Looking to lift morale for staff and children, such as wellbeing boxes.

**Governor:** Teachers are being asked weekly about their wellbeing. How are they being asked? How do you know staff morale is good? What processes are in place to monitor staff wellbeing?



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We ask in staff meetings, and people are usually honest. Not always a great place to do so, so could be a good idea to put a questionnaire in place or get line managers to do this. Can also tell with demeanor and attitude, the fact staff are not off sick and getting done what they need to do. Recently sent round e-mail if anyone had anything for a school improvement visit and lots were on board which is a good sign. We could ask in other ways. TA's are covering a lot now, which can cause stress. Helen to meet with them to see how they are finding it. Will ensure all staff can have a day off at some point as a thank you.

At the end of each term a wellbeing survey comes out, which was done before Christmas (before second lockdown).

**Governor:** Teachers are shielding which do not necessarily meet the criteria. Does this have a ripple effect around the school?

No, the teachers who are shielding have been doing zoom calls, phone calls and had contact with the children at home. The children who are in school have got new staff that they were not necessarily familiar with but are not vulnerable and they still have one member of staff in that class who they do know. Not all classes would have coped, but ethically this was the right thing to do.

A couple of things on premises but nothing to discuss. Any questions about anything else?

**Governor:** I assume we have not heard back from the LA about the funding request?

No, have submitted capital report which is what that is for and will go to their panel, done before Christmas.

**6.SBM Report to FS&P T3 2020/21**

Pupil premium and free school meals. Government model has now changed, are now sending out £15 vouchers which is what we sent out in the last lockdown. Means parents can choose where to shop and is not just a meal box. The Government have said they are not covering Feb half term. South Glos council are sending out the voucher. Feedback from parents suggested it is easy to use.

**Governor:** Are we thinking as a school, what we did in October half term, around collections and helping for the bid, whether we could look to do the same in Feb half term?

Does not think there is the same level of need now. Things have since been put in place; most vulnerable families are getting quite a lot now. Most of them are also in school. Could be more so across the County, so is a possibility we could do this.



<p>Main reason for Oct half term was because the Government did not do anything for families. After having collated the information about which children need to be in school, who are vulnerable etc, it has taught us a lot about family's circumstances and how they have changed over the last year. We are here for the whole family. We have 22 free school meal children, however what it misses is the families just on the breadline and who are not getting the certain level of benefits, due to both parents working in a low wage job but keeps them just above the breadline. Need to work out how to help and support those families as well. Applied for £1k winter grant from South Glos, unsure if successful. For 50 families that would be £20 each.</p> <p><b>Asbestos:</b></p> <p>Asbestos report happens in Feb half term, booking in lots of work in Feb half term, due to current situation and visitors not allowed in classrooms. Any questions on the budget summary?</p> <p><b>Governor:</b> Question regarding the asbestos testing - have we done all the big work that we think we are going to do before we get it tested?</p> <p>Yes, we have not paid for the previous asbestos testing, last survey completed by South Glos because they had to do the schoolwork's. Around the school we had fire hose reels, found asbestos in them and removed. The flooring which has recently gone down contains exceptionally low levels of asbestos.</p> <p>Biggest expenditure is electronic white board pens. Current white boards are up to 20 years old and new pens are now defunct. Replacements will be needed. £35 for pens or £2.5k for a new whiteboard.</p> <p><b>Governor:</b> Acknowledged the budget summary was useful and agreed this was enough information. Is there anything to be concerned about from a budget point of view?</p> <p>Only concern would be staff sickness where insurance would not pay for this.</p>	
<p><b>7. Chair</b></p> <p>SFVS is due on the 31<sup>st</sup> of March. When do you need availability from us to complete this? Is it worth us doing a similar session to last time?</p> <p>The reports have now come down and had the final update on, so we can work on this and put the base data on it. Then you can have a look and see what you want to do</p> <p><b>Governor:</b> When will the base data be ready?</p> <p>When things will start to get back to normal. Will need to be approved.</p>	



<p>Agreed will get together sometime in February to look at this.</p> <p><b>Governor:</b> Have we covered all the questions from a risk perspective?</p> <p>Happy everything has been covered.</p> <p>Happy that Safeguarding reports are being reflected.</p> <p>FGB will have the safeguarding reports. Have been sent a copy of the safeguarding audit this year.</p> <p>Pupil wellbeing – please give a summary of pupil wellbeing and engagement</p> <p>Children in school are fine. They have coped well with fewer children in school and are settled in their classes. Children are finding it hard at home. Biggest worry is how parents are coping with it which will impact on the children’s mental health. Staff are giving lots of support to children i.e., lots of zoom sessions.</p> <p><b>Governor:</b> From the recent Ofsted training received, all the measures being taken in terms of the daily check ins, tracking engagement, prioritising vulnerable pupils into school, Friday Quiz, phone calls to follow up engagement. Feedback is you are doing everything you could. Some of the schools are not doing this level of check in.</p> <p>Next two questions of resource management and the impact in terms of budget on COVID-19, the attendance and testing as this was covered so thoroughly in Anna’s report there is no risk there.</p>	
<p><b>8. Policy</b></p> <p><b><u>Whistleblowing Policy:</u></b></p> <p>Q. Has it been circulated to all staff and has this gone on the website?</p> <p>A. Yes it has</p>	
<p><b>9. AOB</b></p> <p>Could put together a small survey for staff regarding safeguarding training, whistleblowing policy etc and then you have the evidence, so if Ofsted ever pick up again and ask a member of staff and ask, “who would you speak to if you ever have a concern about a child?”. Could do checking that way. Might not go out to all but could choose someone from each layer in the school to cover all levels.</p> <p><b>Governor:</b> Would be helpful for governors to know what we should be checking.</p>	



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Catch up to be done straight after the call to arrange a time to do this.	
<b>10. Date and Time of Next meeting: 12.03.2021 @ 9:05am</b> Closed @9.53am	