

CRITCHILL SCHOOL – VIRTUAL LOCAL GOVERNING BODY MEETING

Monday 22nd June 2020 7.30 pm

MINUTES

Present:

Sophie Addison	Headteacher
Gareth Williams	Acting Chair
Simon Mills	
Elaine Shobbrook	
Helen Piper	
Sally Smiles	
Jane Haines	
Kate Frost	

In attendance: Claire Gordon Clerk to Governors

1. Apologies

Apologies were accepted from Claire Hudson, Josh Burr and Molly Southwood.

2. Membership

Mark Dorrington was welcomed to the meeting, Mark joined the meeting in an observing capacity. Mark has previously spoken with Sophie and Claire with regards to becoming a community governor.

The membership of the board was discussed in length, we have received a number of resignations noted in previous meetings. An application for the position of community governor is currently being processed.

It was also noted that Gareth Williams currently parent governor would move into a director appointed role due to his child leaving Critchill at the end of this academic year.

As of September we will also have a staff governor vacancy. ACTION – HT to discuss with staff members.

3. Minutes of the previous meeting

The action points were discussed and all were in hand.

The minutes were of a true record, the Chair will sign and send to the clerk.

4. Headteachers Report

The HT outlined the key areas of the report as follows –

Due to the current Covid pandemic there are gaps with both attendance and behaviour analysis, the HT confirmed that the DfE have advised that they will remove the requirement to report pupil's attendance data for 2019-20. The HT noted that Critchills attendance is particularly high in comparison to other special schools, over 80% of our students are accessing some form of provision.

Signed.....


Dated.....


The data analysis has proved difficult to complete during Covid 19, we will not be hitting all milestones at the end of the academic year however the leadership team do have a clear plan for September.

Staffing - 1 Teacher has successfully completed their NQT year whilst another received outstanding in all areas of her straight to teach programme.

Q – A governor asked if we are going to put forward a member of staff each year for the straight to teach programme? A – Not necessarily it worked really well the first time, it needs to be the right person with the right skill set.

From last week's TA interviews we successfully appointed 2 TA's, one of which is already well known to Critchill through volunteering. Apprentice TA interviews took place yesterday in which 2 candidates were successfully appointed we are currently waiting to hear back from a third.

The HT advised that a recent meeting has taken place regarding the car park barrier, adjustments have been made to the design it will now be a gate with additional signage in the car park. We are now waiting for the final cost.

Post 16 build – We are currently looking at draft plans, we have explored possibilities with the LA however the LA have not offered any financial support.

Q – A governor asked what is the plan for the p16 build? A – The HT advised there could be a possibility at looking at other venues within Frome, this would be a great transition for our young people. The mobile classroom is not fit for purpose so regardless of whether Post 16 is to be offsite the hut will be rebuilt, we would like this space to include office space, toilets, bathroom and a common room.

Q – How is the build being paid for? A – We have a very good carry forward and we believe it's doable, we will touch on this within the finance management report.

We have also this week contacted companies to provide quotes for a makeover of the garden area that's situated at the front of the school. A grant application has been completed.

Q – A governor asked if the 19 new students were Somerset based? A – The HT advised it's a fair mix between Somerset, Banes and Wiltshire.

Q - What's the age of the children? A – 12 are Reception age children, the other 7 are a mix between KS3 & 4.

Q – Will there be 2 reception classrooms? A – We did consider this but the reception classroom is already very large almost the size of 2 classrooms. We have also advised internally a position for a TA to take on some additional responsibility which we have successfully filled.

Signed.....

Claretha

Dated.....

30/09/2020

5. Finance

The SBM reported the carry forward has increased since the previous report by approximately £40K as an allocation for the pension deficit was no longer required. The staffing figures include back pay for the support staff pay award which has yet to be agreed and the increased pension costs.

In regards to the Post 16 build we have allocated £400k.

Q – Is it correct that we are to keep a reserve of 1 month's salary? A - Yes and we have this within the budget.

Q – Are we hoping to receive funds from the LA to contribute towards the P16 build? A – The HT advised that a number of positive yet challenging conversations have taken place with the LA, conversations that Alun Williams has also been involved in. They have not offered any financial support as of yet and it is unlikely that they will do so.

6. Covid 19 Update

Currently 80% of children are accessing some form of provision, our response hasn't really changed as of June 1st.

A small number of additional students have returned and we are still completing our weekly keep in touch phone calls to those families that are not accessing any provision.

For the most part it has been extremely successful, the last week of term is going to be used as a transition week with some staff training taking place also.

We are now waiting further guidance ready for Sept but we are planning as if we are to be open as normal but also have put together a plan B & C.

Q – A governor asked if we will be open for half or full days in Sept? A – We will have to be governed by the guidance at that point in time, our plan A is to be open as normal.

Q – Have we had any cases of Covid amongst our school community? A- To our knowledge 1 student has been tested which came back with a negative result. Many staff members and children self-isolated during the very early stages of lock down but we were not informed of any positive test results.

7. Dates of future meeting

The meeting schedule for 2020-2021 is available on the google drive, please put the dates in your calendars.

SUMMARY OF ONGOING ACTIONS			
DATE	ACTION	WHO	OPEN/CLOSED
23.01.20	SBM & CH to book H&S inspection	ES/C H	OPEN
23.01.20	clerk to coordinate the booking of CP training	CG	OPEN

Signed.....

Cawetha

Dated.....

30/09/2020

Signed.....*Clareford*.....

Dated.....*30/09/2020*.....