



Aston and Cote Church of England Primary School
 Cote Road
 Aston
 Bampton
 Oxfordshire
 OX18 2DU



Tel: 01993 850435
 Fax: 01993 851915
 Email: office.3120@aston-and-cote.oxon.sch.uk
 Website: www.aston-and-cote.oxon.sch.uk
 Headteacher: Mrs Fiona Taylor



Minutes of the virtual Meeting of the full Governing Body held on Monday 20th April – commencing 6.00 pm

- | | | |
|-----------------------|-------------------------------|---------------------------|
| Present: | David Chadwick (DC) | Parent Governor |
| | (left at 6.50 pm) | |
| | Melody Chadwick (MC) | Staff Governor |
| | (left at 6.50 pm) | |
| | Joe Cox (JC) | Parent Governor |
| | Claudia Harris (CH) | Co-opted Governor (Chair) |
| | Edward Steele (ES) | Foundation Governor |
| | Fiona Taylor (FT) | Headteacher |
| In attendance: | Harriet Cornell (HC) | School Business Manager |
| | Lucy Dickinson (LD) | Clerk |

Item and description	Actions
48.20 - Welcome and apologies	
CH welcomed Governors to the meeting. Apologies were received and accepted from Peter Dempsey (PD : LA Governor) - due to computer issues. Janice Collier (JColl : Foundation Governor and Philip Wilson (PW : Parent Governor) were absent. The meeting was quorate until 6.50 pm (6 Governors present of 9 in post) and was opened at 6.15pm by CH .	
49.20 - Notification of any urgent business	
FT requested an item to discuss parental questions regarding the After-School Club, this was discussed in item 57.20.	
50.20 - Declaration of interests including update to the register	
DC and MC were agreed to have a conflict of interest in the staffing item (56.20) and agreed to leave the meeting before this was discussed.	

51.20 - Approval of policy for virtual meetings	
The OCC policy had been circulated via Governor Hub and was agreed by those present. CH to sign the policy electronically and return to LD for updating on Governor Hub.	CH, LD
52.20 - Approval of minutes of the meeting held on 3 February 2020 and matters arising	
The minutes had been circulated via Governor Hub. There were no matters arising to consider at this meeting, but LD will check once live meetings resume and ensure that any items such as the possible visit of the external school support to meet Governors are raised in future agendas.	LD - agenda
53.20 - Headteacher's report	
<p>The report had been circulated via Governor Hub, and was focused on the issues of remote learning, Safeguarding and provision for children of Key Workers during the Covid-19 lockdown.</p> <p>Key worker children: FT updated Governors on the current situation in school - there have been 1-2 children in school most days, and the school has agreed with the local authority to remain open, with two members of staff on site (Safeguarding requirement). FT said that the child who has been in school most days has siblings at Henry Box, and the family did attend Queen Emma's for a week before Easter. The parents have asked if all three siblings could come to Aston, and since there is no additional risk to staff in having additional children from the same family (and they are former Aston pupils), FT has agreed to this. Governors supported this decision and were pleased to be able to support the families of key workers.</p> <p>Remote learning: FT said that unsurprisingly there had been some teething issues with technology and moving to remote learning, but the school was taking feedback from parents and continuing to improve the systems. Some pupils are not doing the work set, for a variety of reasons including technical constraints, lack of interest and problems with support where parents are also trying to work from home. Teachers and FT are trying to follow up with individual families, but it was also recognised that safety is the main consideration, and the school will need to pick up on learning missed once the lockdown is over. Governors noted the introduction of whole school topic work in the afternoons and agreed that this should make things easier for families with siblings in different year groups.</p> <p>Safeguarding: As noted, there are always two staff members in school. CH noted that face-to-face training has stopped, and there is a need for some Governors to do Safer Recruitment training - this can be done online (CH to forward details to Governors).</p>	CH

54.20 - Preschool transfer	
<p>CH has received information from OCC regarding the new funding agreement following the school's take over of the preschool. The main point to note was that the agreement requires that the facility be used for early years until at least 2035. CH to put documents on Governor Hub and send link to all Governors.</p>	CH
55.20- Budget	
<p>The summary and supporting information had been circulated via Governor Hub, and HC explained that the school is required to set a budget which is within £6k of being balanced by the end of year 3 (this is due to recognition of the uncertainty of projecting figures for three years). According to the budget to be submitted, the school will be £5.6 k in deficit by the end of year 3, partly due to teaching staff costs going up due to inflation, and having a member of staff returning from maternity leave in April 2021 - once this has happened the school will have 7.4 FTE rather than the usual 7.0. Governors asked:</p> <p><i>Q. How is this potential overstaffing and increased spend being addressed?</i> <i>A. One TA is on a temporary teaching contract, and in the summer, they will have been teaching for 2 years, so this also raises an issue. The budget has been written to assume that all staff remain, but there is lots of potential for other movement within a three-year time frame. There is also a vacancy in Year 3 (Miss Gibson handed in her resignation with very short notice due to personal reasons), and since ES is not due back until July, the budget includes £10k funding for cover from 1 May, but this is now not likely to be required if the school remains closed. Most other costs are based on known eventualities.</i></p> <p><i>Q. What happens if the school does not open again until September?</i> <i>A. There are some issues due to loss of income, particularly for the preschool, as the budget includes £6k per term in fees. The government preschool funding will continue, but the other fees will not come in. There will be some savings on resources, but it is difficult to predict at this point how this will work out.</i></p> <p><i>Q. Is the main issue for the shutdown the lack of income vs. expenditure?</i> <i>A. Yes, there will be some required costs to improve hygiene, such as adding hot water taps in the sinks in classrooms, but there is also a Covid-19 fund of up to £25k which HC will investigate.</i></p> <p><i>Q. Will the Government also cover the salary costs for staff who came in during the Easter holiday?</i> <i>A. This is unclear - OCC said yes, but the DfE said not. The advice is to talk</i></p>	

<p>to the local authority. Q. Could the school also claim for loss of nursery earnings, as private nurseries are doing this? A. Yes, HC will investigate this. Q. Do the projected Reception numbers for September include both Windmill classes or just the primary school children? A. These figures do not currently include the preschool - HC to add a column to future reports. Q. Did the advisor from OCC visit the school to check the proposed budget? A. No, the visit did not go ahead due to the shutdown, but she did check the figures and discuss remotely, and has agreed that they are all fine. Governors approved the budget - CH to sign off and HC to submit to OCC.</p>	
56.20 - Staffing (including confidential minute - see Part 2 minutes)	
<p>The caretaker role had not been advertised due to the shutdown - FT to talk to John Haskell about whether he would be willing to stay on for a while and update Governors, otherwise this will need to be advertised. MC and DC left the meeting at 6.50 pm. Confidential minute - see part 2</p>	
57.20 - AOB	
<p>FT had been asked her opinion regarding reimbursement of fees for the After-school club. Since the club is privately run business (which rents school premises) and the contracts are between parents and the owner, she had felt it inappropriate to comment, and governors supported this position.</p>	
58.20 - Date of next meetings	
<p>An additional meeting was provisionally agreed for Monday 1 June at 6 pm, since the meeting last term had not taken place, and it was felt that it would be helpful to have an opportunity to catch up on what is happening and to discuss the possible staffing options with more Governors attending. The final meeting for the year will remain on Monday 13 July all at 6 pm. Dates and linked folders have been added to Governor Hub.</p>	

The meeting closed at 7.10 pm. Governors asked that their thanks be recorded to staff for their support of key workers' children and for their work on setting up remote learning.

Documents for the meeting	Sent by	Date on Gov. Hub
Agenda	LD	17 April 2020
Virtual meetings policy	LD	6 April 2020
Minutes of FGB meeting on 3 February 2020	LD	6 April 2020
Headteacher's report	FT	10 April 2020
Finance report and budget monitoring spreadsheets	LD	6 April 2020