



**MINUTES OF THE DISCOVERY SCHOOL  
FULL GOVERNING BODY MONDAY 18<sup>TH</sup> MAY 2020**

***Please note that this meeting was held virtually due to the coronavirus***

**PRESENT**

Miss Tina Gobell (Head Teacher)  
Mrs Catriona Stringer (Chair and Co-opted Governor)  
Mrs Annabel Cornell (Vice Chair and Parent Governor)  
Louise Connelly (Parent Governor)  
Kelly Dey (Staff Governor)  
Mr Dave Waller (LA Governor)  
Mrs Susan Lyons (Co-opted Governor)  
Mr Roland Parrott (Co-opted Governor)  
Miss Jenny Baker (Deputy Head Teacher)

**Clerk** - Mrs J Roe

**In Attendance**– Mrs Angela Alexander, School Business Manager

**Apologies** Mr Tony Steel

ITEM NO	ITEM FOR DISCUSSION	ACTION POINT
<b>PROCEDURAL</b>		
<b>1</b>	<b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b> 1.1 The Chair welcomed all to the meeting 1.2 Apologies were received and accepted from Mr Tony Steel. The meeting was quorate.	
<b>2.</b>	<b><u>REGISTER OF BUSINESS INTERESTS</u></b> 2.1. <b><u>Update of Register of Business Interests</u></b> The Register of Business Interests was up to date. No business interests related to the business of the meeting were declared.	
<b>3</b>	<b><u>Minutes of the previous meeting 01.04.20.</u></b> These had been circulated and were agreed by all to be a correct record of the meeting. The CoG will sign the minutes once FGB meetings resume within School.	<b>CoG to sign FGB mins once mtgs in sch resume</b>
<b>4</b>	<b><u>Matters arising from the minutes of 01.04.20</u></b> <ul style="list-style-type: none"> <li>• <b><u>Clerk to amend Virtual Governance Standing Order</u></b> The clerk had circulated the amended Standing Order to the FGB and the amendments were approved.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>SFVS – SBM to share updated end of year budget analysis with BMT at next BMT monitoring visit</b> – to be discussed under item 6 Finance, of the agenda.</li> <li>• <b>Finance Policy</b> This had been amended by the SBM to reflect the change in the monitoring pair becoming a budget monitoring trio and the change in payroll provider. Governors approved the Finance Policy and it will be reviewed in a year in line with the FGB TOR's.</li> <li>• <b>Child Protection Policy</b> - The Chair had approved the addendum to the Child Protection Policy as had been agreed at the FGB meeting on 01.04.20. This had been circulated to all staff and was on display in the staff room. The HT informed governors that as part of the addendum a child friendly version of the Policy had been uploaded to the school website along with the acceptable use of the Internet whilst at home as the previous document was only relevant to when pupils were in school. This had been sent to parents for them to share with their children.</li> </ul>	
5	<p><b>Membership.</b> In line with Governor Services recommendation, the CoG had discussed with the Vice Chair, HT and Clerk the need for there to be a chain of command if either the Chair or Vice Chair were to be incapacitated during the current COVID outbreak. The CoG asked whether David Waller and Roland Parrott would be happy to undertake these duties should the need arise. After discussion both agreed and the FGB approved.</p>	
6	<p><b>Finance</b> In order that the SBM did not have to remain for the whole of the FGB meeting, the CoG asked governors to consider discussing the budget prior the other listed business on the agenda. Governors agreed to this. A copy of the proposed 2020/2021 Three Year Budget is stored with these minutes.</p> <p>The BMT had met with the SBM on Friday 15<sup>th</sup> March to review the three-year budget and the closedown for 19/20. Governors received a comprehensive verbal report from the BMT. As spokesperson for the BMT, RP commented that the school was again in a good financial position moving forward. Governors were reminded that last year the school had spent £31,000 (thirty one thousand) more than in the plan, but this would be covered within the carry forward.</p> <p>He reminded governors to be mindful that with a budget of £2.9 million (two point nine million) it was a fraction of a percentage of the school budget and the school was very well financially managed. The report covered the reasons for the additional in-year spend which included;</p> <ul style="list-style-type: none"> <li>• Additional reading books for the change to the reading scheme</li> </ul>	

- Cover for long-term sickness

The BMT commented that during the monitoring visit they had a lengthy discussion with the SBM around insurance for staff absence. The policy had been removed four years ago with staff covering absences wherever possible. The BMT felt that this was still the right approach to be taking at the present time.

The BMT had noted the difficulty that the SBM had when planning for school trips within the financial year. Discussions relating to this are documented in part 2 of these minutes, Confidential items.

During the monitoring visit there had been a lengthy conversation of how COVID 19 had impacted a number of areas. Although the Breakfast and After School Club were not currently running, the net impact of the loss of income from this would be manageable. Costs had increased in cleaning as the school was being cleaned more frequently. Governors learned that there were funds from the DfE that the school could claim for.

The BMT had also looked at how many lettings would likely resume or remain closed due to the implications of further lockdown.

The BMT commented that they were fully aware that it was difficult for the HT and SBM to plan effectively for the budget when they had to model their figures using the numbers from this school year and the first two terms of the next academic year, but felt moving forward it was important to look at ways of using a more planned approach.

The BMT and SBM had looked at the impact of loss of revenue and the increase of staffing to help pupils catch up.

The BMT reported that the main impact on the numbers was the change to the funding formula, reporting that it was supposed to be the most aggressive change to the funding formula for a long time.

The Revenue Summary showed an increase from £2,982,350.00 (two million, nine hundred and eighty two thousand three hundred and fifty pounds) in Year 1 2020/21, increasing to £3,019,582.00 (three million, nineteen thousand, five hundred and eight two) 2021/22 and £3,043,287.00 (three million forty three thousand, two hundred and eight seven).

The SBM felt that these figures were conservative as the funding formula had not yet been published. The SBM was mindful not to have a carry forward of more than 12%. The current income carry

<p>forward stands at £115,000 (one hundred and fifteen thousand pounds).</p> <p>The BMT had discussed the proposed nursery and it had been decided not to proceed with this in the short term.</p> <p>The SBM commented that the PE funding of £21,000 (twenty one thousand) was not certain for years 2 and 3 of the budget and so it had not been included in the budget for years 2 and 3.</p> <p>The BMT were keen to ensure that the budget reflected the schools needs and highlighted the difficult in setting a budget in April for the school year starting in September.</p> <p>The HT commented that a very conservative budget had been set. When the budget for 2019/20 was set in May 2019, the HT and SBM had calculated this basing the applications for Year R places along with the pupils on roll and those on the waiting list. The school had an additional 15 pupils join the School during 2019/20. This year a more conservative number of an increase of 5 pupils had been used when planning the budget for 2020/2021.</p> <p>The HT informed governors that additional staffing from September had been put in place as it was recognised that some of the children would need to have support to catch up due to the current situation. An additional teacher had been appointed for year 6. Governors discussed the ongoing action regarding the laser lighting. Due to various circumstances late last year and early this year, the local MP had not been contacted. After a lengthy discussion governors agreed that the Head Teacher’s recommendation of contacting the Parliamentary and Health Ombudsman would be a more structured approach to resolving the matter. Governors were aware that this would be for moral rather than financial reasons. It was agreed that the HT will forward the document to RP and if he feels it warranted, he will proceed with the appropriate paperwork.</p> <p>There were no further questions from the FGB in relation to the Three-year budget. The SBM was thanked for her incredibly hard work in preparing not only the budget but for her diligence in keeping the school in such a good financial position.</p> <p><b>The FGB agreed and approved the three-year budget for submission to KCC.</b>  <i>The SBM left the meeting</i></p>	<p>HT to forward Parliamentary H&amp;S doc to RP</p>
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7	<p><b><u>Policies</u></b></p> <p><b><u>EYFS</u></b> Governors learned that although the EYFS Policy was being updated by the EYFS lead, the HT recommended that the approval of the policy be deferred until the next FGB meeting when normal business resumes. Governors learned that from September 2020 the DfE were introducing a new baseline assessment for EYFS which would result in modification of the curriculum. Training for this was supposed to have been rolled out but was on hold because of the current national situation. The School had not received any direction as to whether there had been any decision to defer this.</p> <p><b><u>Attendance Policy</u></b> Because of the current national situation, coding had been changed for attendance. The HT recommended that governors review the policy once normal conditions return. Governors were reminded that the School currently uses the model policy adopted by KCC.</p> <p><b><u>Governor Visits</u></b> After discussion it was agreed that LC, DW and the HT would review the Governor Visit form and Governor Visit Policy ready for its implementation in the new academic year.</p> <p><b><u>Staff Appointment and Recruitment.</u></b> Governors reminded that the school adopts the KCC model policy. The policy was agreed by the governors.</p> <p>Governors learned that a member of staff was completing safer recruitment training and had shadowed the HT and DHT on recent staff interviews.</p> <p>A governor asked the HT if the school had taken into account whether any of the school policies conflicted with the current COVID situation and if there needed to be something on record to cover the school should the policy not be able to be adhered to because of these exceptional circumstances.</p> <p>The HT responded that the Child Protection Policy and H&amp;S Policy had all had addendums added to reflect the current circumstances.</p> <p>A governor questioned whether when it came to sick leave in the staffing policy what guidance the school would have if there were to be a future claim. The HT said that the school always take advice from SPS in regard to staffing matters, and there had been no recommended changes to the Staff Absence Policy.</p> <p>The DHT commented that the Behaviour Policy was to be updated to reflect the need for social distancing, and to be more flexible in light of the current pandemic.</p>	<p>EYFS policy to review -EYFS Govs</p> <p>Attendance Policy to review</p> <p>HT/LC/DW to review Gov Visits Form and Policy</p> <p>Behaviour Policy to be updated</p>
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	<p>The CoG asked whether the school had refreshed its risk assessments and H&amp;S advice. The HT had received guidance and templates on this from KCC. The Specialist Teaching Service had provided information for those children who have an ECHP and the Inclusion Manager and SENCo had designed individual risk assessments. The HT reiterated that the school would be following KCC's model guidance.</p>	
8	<p><b>Head Teacher's Report.</b> Governors were provided with a comprehensive verbal report from the HT on the current COVID situation.</p> <p>At the commencement of lockdown, the school had 167 pupils whose parents were registered as key workers. Initially 57 pupils attended but by the end of the first week this had decreased to 19 pupils. The numbers stayed between 19-21 but increased to 32 as of today (18.05.20). Two vulnerable pupils had attended. Those children who had ECHPS had been advised to stay at home. From Monday 4 vulnerable pupils would be attending. Governors learned how the school had supported those pupils eligible for FSM and this discussion is recorded in part 2 of these minutes.</p> <p>The HT informed governors that the wellbeing of pupils was a major concern. Staff had been advised to get in contact by telephone with the families of those pupils who had not been seen to be completing any of the work that has been set.</p> <p>Before the lockdown vulnerable pupils were provided with electronic devices to enable them to complete work provided.</p> <p>The FLO was in contact with vulnerable pupils.</p> <p>Governors had a lengthy discussion with the HT on how the negative press was impacting on staff. This discussion is reported in Part 2 Confidential items of these minutes.</p> <p><b><u>Plan for proposed re-opening of School Week commencing 01.06.20</u></b></p> <p>The CoG clarified that the duties of governors during these unprecedented times were to monitor the following;</p> <ol style="list-style-type: none"> <li>1. Health &amp; Safety</li> <li>2. Safeguarding</li> <li>3. Staff Wellbeing</li> <li>4. Finance</li> </ol>	

*Q If the 5 Government targets are not met the school will not have to open?*

The HT responded by saying that schools have been advised that the Government will make a decision on Friday 29<sup>th</sup> May.

*Q. Will the school open for key worker pupils during the half term holiday?*

The HT replied that KCC stated they should be open, but government advice is to close the school to be ready to open for the week commencing 1<sup>st</sup> June. The HT had asked all key workers to inform the school by today (18.05.20) if they wished their child to attend during the half term break. There had been a response for between 12-20 pupils to attend. Teachers would not be covering during this period, but support staff would be offered holiday at another time to cover.

#### **Overview of proposed opening**

The Head Teacher and governors had a comprehensive discussion regarding the proposed opening of the school week commencing 01.06.20.

- The proposed opening had been discussed and agreed by all schools within the Collaborative Group – Kings Hill, Mereworth, Ryarsh and Offham.
- The School would be closed to pupils on the 1<sup>st</sup> June for a deep clean, particularly if it had been open for key worker pupils during the half term.
- All staff to come into school on 01.06.20 for risk assessment updates
- There would be a phased introduction of the 3-year groups. Which would be staggered over 3 days. As reception had a high percentage of SEN, and school would be completely different to how they would have remembered it, it was felt that they would need time to settle and adjust to the new surroundings. Year R would come into school on Tuesday 2<sup>nd</sup> June in the morning, with Year 1 returning either Tuesday pm or on Wednesday 3<sup>rd</sup>. Year 6 would return on either Wednesday 3<sup>rd</sup> in the afternoon on Thursday 4<sup>th</sup>.
- Key worker children would return to school on Tuesday 2<sup>nd</sup> June.
- Arrival and collection times would be staggered along with breaktimes and lunches.
- Pupils will be allocated to groups of 12-15 and will stay within these groups and with the same teacher.
- Pupils would not necessarily be with their normal teachers.
- Each child will be provided with their own stationery in a plastic bag to keep in school at all times.

- All shared resources are going to be sterilised twice per day
- Each child will have their own laptop/IPAD
- Each child will have their own chair.
- Children will only be permitted to bring into school a plastic bag containing their lunch and a water bottle.

Government advice is for parents not to be allowed onto the school site or into the school building. The SLT did not feel that this was practical as it would mean parents and pupils congregating in a small area. The HT shared with governors the plan for pupils arriving and leaving the premises.

- Children would enter by one gate and leave by another, creating a one-way system.
- No cars would be allowed on site, apart from staff who would have to be parked by 8.00 am.
- Those pupils who require disabled parking would be asked to contact the school office to arrange a separate drop off/pick up time.
- Children would be asked to line up socially distancing and parents would have to socially distance and stand opposite their child.
- Within the school building there will be a one-way system.
- Each class will be assigned toilets, with children unable to go to the toilet in groups.
- Lunch will be in the classrooms.
- Pupils will have an allocated time on the playground.
- Pupils will be divided into their houses to make it easier for parents with siblings.
- Signage and tape have been ordered
- Breakfast and Afterschool clubs will be provided for those year groups in school.

The Head Teacher informed governors that she is mindful that there are so many permutations and strongly feels that staff need the INSET day on the 1<sup>st</sup> June to ensure that they are fully briefed. Governors were supportive of this.

All schools within the collaborative group will close at mid-day on a Friday to enable the schools to be deep cleaned and for staff to have their PPA time. Governors were reminded that it will be challenging for staff as they may not be teaching in their own year group but would still be planning to meet the needs of the other year groups not attending school.



	<p>The HT said that ultimately it was important to keep children and families safe.</p> <p><i>Q. If a parent has a query about their child, do they contact their class or the one covering the class?</i></p> <p>The HT advised that the parent should contact their child’s original teacher who could discuss any concerns with the teacher covering the class.</p> <p><i>Would it not be possible for teachers across the collaborative group to work cohesively when planning?</i></p> <p>The HT and DHT said that this was something that hadn’t been considered but was a suggestion that they would look into.</p> <p>The Vice Chair reiterated the importance of staff having their PPA time on a Friday afternoon.</p> <p>A governor questioned that whilst there had been lengthy discussion on the conditions for pupils returning to school, what steps had been put place for staff to ensure that they were able to return to work safely. The DHT explained that the timetable would be staggered for staff. There had been an additional staff room created and there was room for all staff returning on the 1<sup>st</sup> June to socially distance safely. The HT felt strongly that staff should be able to socialise safely with other colleagues at lunch times and not feel obliged to sit with their pupils.</p> <p>The SLT will be providing a list of FAQ’s for staff.</p> <p>A governor said that staff would have to be mindful that they would have to work using dynamic thinking in the best way for that moment. Governors appreciated that the government had provided guidance for schools and that this guidance was not always going to be easy to adhere to.</p> <p>A governor asked how staff were being told to look out for signs and symptoms of COVID. Governors were pleased to learn that prior to the lockdown, staff had received training but there was already refresher training in place for the 1<sup>st</sup> June.</p> <p>Governors had a lengthy discussion about the pros and cons of face masks. The HT informed governors that KCC will not give a stance on this. Governors felt that the guidance did not specify that children/staff in schools needed to wear a mask. The HT would be discussing the issue of masks further in the meeting with SLT tomorrow (19.05.20) along with the government guidance of staff wearing PPE when attending to pupils who were unwell.</p>	
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	<p>Although no monitoring visits are being encouraged at the present time, a governor asked if it would be prudent to have a table topreview of all the guidance for schools in regard to H&amp;S and to ensure the H&amp;S policy reflects this. This was agreed by the FGB and the HT will forward the H&amp;S policy to the H&amp;S monitoring pair.</p> <p>The HT would be meeting with the SLT on Tuesday 19<sup>th</sup> May to review all of the above points and because of the ever changing situation reminded governors that amendments could have to be made.</p>	HT to forward H&S policy to H&S monitoring pair
9	<p><b><u>Governance Monthly bulletin/Covid weekly roundup.</u></b> The clerk asked all governors to confirm that they had been receiving the weekly briefings and signposted them ‘The Key for Governors’ as a source of information.</p>	
10	<p><b><u>Governor Training</u></b> The Clerk reminded governors of the online cpd training that was available with particular reference to training on panel hearing.</p> <p>The Skills Audit had shown that the FGB had shown gaps in knowledge of the local community and the clerk suggested that when things return to normal this was something that the FGB could look into.</p> <p>The CoG asked the HT to clarify her views on monitoring visits. It was agreed that apart from statutory duties and visits, no further monitoring visits would be carried out. Governors agreed that they would follow guidance received from the Government and would only carry out urgent critical business decisions and matters relating to Safeguarding, H&amp;S, Finance and staff wellbeing within their strategic roles unless advised otherwise.</p>	FGB to look into Community links for all gobs
11	<p><b><u>Chair’s actions</u></b> The Chair had received no further communication following her letter to a parental complaint.</p>	
12	<p><b><u>Any other urgent business</u></b> The HT asked LC and AC in their roles as TL&amp;M and EYFS governors to work with the EYFS leader on looking at the transition arrangements for those pupils joining the school in Year R in September.</p> <p>A governor asked if a letter could be sent to the parents of pupils joining in Year R to allay any anxieties that they may have. The HT responded that the EYFS leader already had this in hand.</p> <p>Governors were mindful that there was a vacancy on the FGB, and this would be reviewed in September.</p> <p><b><u>Outstanding Actions</u></b> Although the Government had advised FGB’s to carry out business critical decisions for the foreseeable future, the</p>	<p>LC &amp; AC to meet with HT re EYFS transition in Sept</p> <p>Gov vacancy to be reviewed in Sept.</p>

	<p>clerk reminded governors of outstanding actions from the FGB meeting 20.01.20. The following actions had been completed</p> <ul style="list-style-type: none"> <li>• SFVS – Report for governors</li> <li>• Laser lighting – letter to MP</li> <li>• Change of constitution</li> <li>• Monitoring pairs vacancy – DW now part of BMT</li> <li>• GDPR – letter to be drafted for governors at end of term of office by HT.</li> <li>• Governor Visit form – Amendments to be made and circulated to FGB. Action from this agenda.</li> </ul> <p>The remaining actions will be circulated to the FGB for completion.</p> <p><b>Staffing</b> The HT discussed staffing appointments with the FGB. These notes are recorded under Part 2, confidential items of these minutes.</p>	<p><b>Clerk to circulate outstanding action items.</b></p>
13	<p><b><u>Confidentiality</u></b></p> <ul style="list-style-type: none"> <li>• 6. Finance – Budget</li> <li>• 5. HT Verbal report</li> <li>• 11 AOB - Staffing</li> </ul>	
14	<p><b><u>Date and time of next meeting</u></b> Monday 13<sup>th</sup> July 6.30 pm.</p>	
15	<p><b><u>Impact of meeting;</u></b></p> <ul style="list-style-type: none"> <li>• Approval of budget for submission to KCC</li> <li>• Approval of Finance Policy,</li> <li>• Approval of Staff Policy appointment and Recruitment Policy</li> <li>• Update on proposed school opening 1<sup>st</sup> June 2020 from HT</li> <li>• Staff wellbeing</li> </ul>	

**Signed** ..... **Chair of Governors**

**Date** .....

**ACTION SUMMARY FROM THE DISCOVERY SCHOOL FGB MEETING 18.05.2020**

	<b><u>ACTION</u></b>	<b><u>DELEGATED TO</u></b>	<b><u>TO BE COMPLETED BY</u></b>
3.	FGB minutes to be signed once FGB meetings in school resume	Chair	Once meetings resume in school
6	<u>Finance</u> – Parliamentary report to be forwarded to RP of BMT	SBM	Next FGB meeting
7	<u>Policies</u> <ul style="list-style-type: none"> <li>• EYFS Policy to be reviewed to reflect new proposed changes</li> <li>• Attendance Policy</li> <li>• Governor Visit Policy</li> <li>• Behaviour Policy</li> </ul>	EYFS pair  FGB  HT/LC/DW  DHT	When sch resumes  When sch resumes  July FGB  July FGB
8	<u>HT's Report</u>  Health & Safety Policy to be forwarded to H&S monitoring pair	HT	July FGB
10	<u>Governor training</u>	All FGB	When sch resumes
12	<u>Any other urgent business</u> <ul style="list-style-type: none"> <li>• Outstanding actions to be forwarded to FGB</li> <li>• EYFS Monitoring trio to meet with EYFS Lead re September transition arrangements</li> </ul>	Clerk  EYFS monitoring trio	July FGB mtg  July FGB
13	<u>Confidential items</u> <ul style="list-style-type: none"> <li>• SBM to contact cleaning company</li> <li>• Letter to staff</li> </ul>	SBM  SL	July FGB  asap