



OXFORDSHIRE COUNTY COUNCIL  
**SARAH NISBETT, HEADTEACHER**

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### Minutes of the Full Governing Body Meeting held on 13 July 2020 at 6.00pm using Zoom

**Present:**

|                                       |  |
|---------------------------------------|--|
| Sarah Nisbett (SN) Headteacher        | Helen King (HK) Staff                  |
| Sarah Varnom (SV) LA (Chair)          | Kathryn Keeping (KK) Parent            |
| Jennifer Pratley (JP) Foundation      | Angela Dowley (AD) Parent              |
| Jo Druce-Harding (JDH) Co-opted       | Ryan Ball (RBa) Parent                 |
| Nicci Boddam-Whetham (NBW) Foundation |  |
| Richard Border (RB) Co-opted          | Doreen Rose (DR) (Vice Chair) Co-opted |

*Governors were provided with a Zoom meeting ID and password to enable them to join the meeting, which was held virtually, due to the social distancing measures in place as a result of Covid-19.*

*The meeting was quorate.*

**In Attendance:** Vicki Stephens (VS) Associate\* and Gemma Peace (GP) Clerk.

**Apologies for Absence:** none received.

The meeting commenced at 6.00pm.

#### 40/20 Welcome, introductions and apologies

All Governors were present. The Chair welcomed all to the meeting. She explained that it is SN's final governing body meeting and a farewell for SN has been arranged for 4pm on Wednesday afternoon, in the school playground. All Governors are invited to attend.

#### 41/20 Declarations of interest in agenda items / matters arising not on the agenda

There were no declarations of interest in relation to agenda items.

#### 42/20 Election of Chair and Vice Chair

The Clerk reported that she had received a nomination for SV to continue as Chair of Governors. SV accepted the nomination and left the meeting temporarily. Governors voted unanimously to re-appoint her as Chair for a further one year term.

DR agreed to stand again as Vice Chair of Governors. Governors voted unanimously to re-appoint her as Vice Chair for a further one year term.

Signed S. J. Varnom Date: 20/09/20.....

SV confirmed that she is happy to continue as Chair for another year, especially due to the change in Headteacher, but emphasised that Governors should consider whether another of their number could be appointed as Chair next summer.

#### 43/20 Appointment of Lead Governors

SV explained that there are vacancies for Governor leads for more able pupils and data protection and went on to explain what the lead Governor roles entail.

JDH expressed an interest in taking on the lead Governor role for more able pupils.

**Action:** VS agreed to arrange a meeting with JDH to discuss this.

RBa agreed to be appointed as the lead Governor for data protection.

**Action:** RBa to arrange a meeting with the incoming Headteacher, part way through next term, to speak about data protection at the school.

#### 44/20 Minutes of the Full Governing Body Meetings held on 18 May 2020 and 16 June 2020, for accuracy

The minutes were available on GovernorHub before the meeting.

The minutes of the meetings held on 18 May 2020 and 16 June 2020 were **agreed** as a true and accurate record of those meetings. The Chair agreed to sign the minutes electronically and send them to the Clerk, who would forward them to SN and the school office to file.

**Action:** SV to send the approved minutes to GP. GP to forward the minutes to the school office, once signed.

#### 45/20 Headteacher's Report

The Report had been added to the relevant tab on GovernorHub before the meeting.

The Chair screen shared the report at the meeting and invited questions from Governors

Q. Governors asked about the new nursery teacher who had been appointed recently.

A. SN and AD said that the newly appointed teacher has previous experience of teaching younger pupils and is incredibly enthusiastic, especially in relation to the challenge of teaching the very young nursery class pupils. She has experience teaching reception class and is currently teaching year 1, which gives her a good insight into the progression and development that is needed for nursery pupils.

SN discussed year 6 transition, and acknowledged that it has been difficult to manage this year. The issues had been exacerbated by the fact that Ducklington pupils are going to five different secondary schools. One of the secondary schools had invited pupils to attend a transition event. Due to social distancing requirements and the bubbles at school, SN had consulted OCC, who had consulted DfE guidance and recommended that pupils should stay in their primary school bubbles and, if they attend any other educational establishments, they should not return to their primary school bubbles within 14 days. The letter from the school regarding the advice they had been given had, subsequently, been shared on social

*S.J. Varnon*

media, and SV and SN had been made aware of this. SV said that the school had acted in a professional manner in dealing with this, and thanked SN on behalf of Governors.

Q. Governors asked how the other secondary schools had managed transition to avoid similar problems.  
A. SN explained that the other schools had held outdoor meetings, or visited pupils in the playground, or had arranged meetings using video conferencing apps, such as Teams and Zoom.

SV offered the Governors' congratulations to the school's NQT, who has completed his NQT year successfully. SN thanked VS for the guidance and assistance that she has provided for him during his NQT year.

Covid-19 update – SV had alerted Governors to DfE guidance that has been issued about the return to school for all pupils in September. SN has drafted a letter to parents detailing what parents can expect to happen, based on current guidance. SN had showed the letter to the incoming Headteacher, who was happy with the content, and the letter had been sent on behalf of both Headteachers.

SN explained that planning for the return of all pupils has been a complex task. The proposals include pupils arriving for school between 8.30am and 9.00am to avoid congestion in the car park and foot paths, and classes would be allocated ten minute pick up time intervals. SN has prepared forms for parents asking which school entrance/exit they would like to use at the end of the school day. Lunchtimes for classes will be staggered. SN and the incoming Headteacher had agreed that pupils should not have hot dinners for the first six weeks of term as, if the weather is fine, pupils will be able to eat outside. SN emphasised that the priority is to inform parents about the return to school, and deal with any queries that may arise. Governors commented that some schools have erected gazebos, which might help with outdoor lunches if the weather is not good. SN explained that OCC had recommended that schools do not use gazebos, due to insurance issues. However, the school does have several covered areas that pupils can use to eat their lunch, so that should not pose a problem. Governors noted the need for flexibility in relation to the plans, due to ever changing circumstances and guidance.

Racial harassment/bullying – Nothing to report.

Health and safety – Nothing to report.

Safeguarding – SN informed Governors that she is receiving emails from the police and social care in relation to safeguarding concerns on a daily basis, and these are taking up a lot of staff time. VS and HK's roles will be fundamental in the autumn term in supporting pupils and families in the most appropriate way.

Corinthian Partnership update – SN said that there have been partnership meetings and some provisional dates have been set for partnership events, but these are subject to Covid-19 restrictions in place at the relevant time.

Data protection update – Nothing to report.

46/20 SEF / SIP 2020-2021

SV screen shared the relevant page of the Headteacher's report for Governors to view at the meeting. There were no questions from Governors.

47/20 Committee Reports

Performance and Standards - due to current circumstances, a meeting had not taken place since the last full governing body meeting.

The date of the next meeting is to be confirmed.

Resources Committee – a meeting had been held on 9 July, and the draft minutes were available on GovernorHub before this meeting.

DR reported that the Committee had discussed:

- The school budget. This is looking healthier than anticipated, with a £33,000.00 carry forward. The school had received some financial help towards staff sickness via insurance, which had helped to bolster the surplus. However, a loss of letting income and the fact that the nursery lunch club cannot run has negatively impacted the budget. Capital funds are still in a healthy position and could be transferred to the revenue budget in future, if required. However, as the school is not in deficit, it cannot claim any grants towards cost incurred due to Covid-19.
- Three policies were reviewed and approved.
- The hall and reception areas would be redecorated over the summer holidays.

The date of the next meeting is to be confirmed.

Q. Governors queried whether and when the school would be able to rent out the school hall for evening classes, such as the exercise classes that used to take place.

A. SN said that OCC is being consulted about this. However, there is a concern regarding who will clean the hall after any classes that are held there.

*\*VS left the meeting at 6.30pm.*

#### 48/20 Headteacher induction update

SV reported that the new Headteacher has been working on the handover with the senior leadership team.

Q. Governors asked HK and VS whether there is anything in particular that they wish to impart to Governors about the handover.

A. They confirmed that there is nothing at present. HK said that she and VS would wait for the incoming Headteacher to contact them once the handover with SN is complete.

SV confirmed that she and DR would meet the incoming Headteacher before the start of the new school year.

#### 49/20 Review of Policies

The policies were available to view on GovernorHub before the meeting.

Confidentiality Policy – Governors queried whether the word ‘potential’ should be added to the appropriate paragraph (under definitions). SN agreed to alter that paragraph accordingly and, subject to that amendment, Governors approved the policy.

*S. J. Varnon*

*Educational Visits Policy* – This would normally be approved at a Performance and Standards Committee meeting but, as that Committee had not met since the spring term, the full governing board needed to consider the updated policy. Governors **approved** the policy.

*Data Protection Policy* – This policy had been drafted by Turn It On. Governors queried the penultimate paragraph relating to parental requests for information, and whether parents are allowed to request information, as all pupils at the school are under 12. SN explained that parents could request all information about their child or children and acknowledged that the paragraph in question probably relates to secondary schools, so the policy could be amended. Subject to that change, Governors **approved** the policy.

*School Uniform Policy* – Governors **approved** the policy.

*Staff Handbook 2020-21* – Governors queried whether the policy should contain the names of Governors and their lead roles. SN said that, if those were included, the policy would need to be updated whenever the roles changed. Therefore, Governors agreed that the list of Governor roles on the school website could be referred to. Subject to that change, Governors **approved** the policy.

*Teaching and Learning Policy* – Governors queried whether home learning should be referred to in the policy. SN said that she and VS had discussed this at length. The government is recommending Google Classrooms or Teams for online home schooling in the future. Therefore, if partial school closures are re-introduced, SN believes that there will be much more prescriptive guidance from the government about home learning, which might require another policy to be adopted. Governors agreed that the paragraph out of the DfE guidance regarding pupils not being able to attend school could be copied and added to this policy. Also, Governors agreed that there should be a differentiation between home learning (ie, homework) and home learning due to Covid-19 school closure. Subject to those changes, Governors **approved** the policy.

**Action:** SN to send the policy cover sheets to SV. SV to sign the cover sheets digitally and return to SN. **Completed.**

### 50/20 Foundation Governors' update

NBW explained that the Reverend has recorded his leavers' talk for year 6 along with some prayers, and these have been sent to SN. SN has arranged the usual gifts for the leavers. SN said that year 6 are going to watch a farewell video, which will also be sent to year 6 pupils who are at home. Also, VS has produced a video of year 6 when they were in reception class, and a PowerPoint containing photos of their residential has been prepared.

NBW told Governors that she had received an email from a member of the Ducklington congregation who would like to pay for bibles for each year 6 leaver. Governors offered their thanks for the kind, thoughtful gesture. As there are only four days of term left, this would need to be put in place reasonably quickly. SN informed Governors that school staff would deliver the gifts and bibles to year 6 pupils who are not in school.

Q. Governors queried whether the bibles would be just for this year's leavers, or for future years as well.  
A. NBW said that she was not certain. She thought that it might just be for this year's leavers.

Q. Governors asked how much the bibles might cost and, if the budget is in surplus, whether this is something that might be done for future year 6 leavers.

A. SV explained that the school already presents leavers with a memory book, although presenting them with bibles could be considered in the future once the cost is known from this year.

### 51/20 Governor Training

SV reminded Governors about the training that Governor Services and the ODBE offer at present. She encouraged Governors to look at what is on offer, as courses are carried out using remote learning. She asked Governors to let her and the school office know if they wish to attend any courses.

### 52/20 Governor vacancies and terms of office

The Clerk and Chair confirmed that there is one LA Governor vacancy.

HK's term of office as a Staff Governor ends on 11 September 2020. SN reported that she had asked the staff body for nominations. There had not been any nominations, aside from HK, so she would be reappointed as Staff Governor from 12 September 2020. Governors thanked HK for agreeing to continue in her role.

NBW had been reappointed as Foundation Governor from 7 July for a further four year term.

**Action:** NBW to complete governor details form. GP to send NBW the form and submit the completed version to OCC.

### 53/20 AOB/Date of the next FGB meeting

#### *AOB-*

*After school club* - SN had added various items of correspondence and risk assessment from Vicky's After School Club to GovernorHub before the meeting.

Q. Governors asked how the after school club could ensure that pupils from different bubbles did not mix.

A. SN said that this would be very difficult to ensure.

The school has made plans for breakfast club pupils to remain at an appropriate distance from one another. Pupils would sit alone with their own stationery pack and order their breakfast, which would be brought to them. However, the after school club raises further issues, as it takes place over a longer period of time and SN explained that she could not envisage how pupils from different bubbles would not mix. Although Vicky had carried out the relevant health and safety assessments, SN would like more information before agreeing to re-start the club. Parents book directly with Vicky, so the school is not involved in the bookings. There are a variety of ages, so there might be up to seven different bubbles mixing together. Governors voiced concerns over pupils using the same equipment as the nursery class (as the club takes place in the nursery building), and SN agreed to ask Vicky how that would be managed. Also, Governors recognised that there is a quick turn around on the nursery space used for after school club, so there would be no time to clean. Governors said that it might be hard to justify different standards/guidance applying to pupils whilst in school and whilst at the after school club.

Q. Governors asked if there is any guidance from the DfE about bubbles.

A. SN explained that schools have been encouraged to open adhering to the relevant guidance and restrictions but, if schools are unable to adhere to all of the guidance, they have been told to do their best to adhere as closely as they are able to.

Governors agreed that more detail is required from Vicky in relation to this, so that the messages from the school and the after school club could be aligned.

Governors considered whether the village hall could be used for the after school club and spoke about the outdoor facilities at the village hall, and whether they would be sufficient. SN and SV said that it was a good idea that could be investigated. Governors noted that associated charges should also be considered.

**Action:** SV agreed to investigate the feasibility of using the village hall.

**Action:** SN agreed to contact Vicky to say that Governors have discussed the after school club and would like it to run but, before agreeing to it restarting in September, would like further details about management of the health and safety risks and adherence to Covid-19 guidance on bubbles. SN would ask Vicky if she would consider using the village hall if it can be rented at a reduced rate.

NBW informed Governors that the church is quarantined for 72 hours after a Sunday service, so using that church for the club is not practical.

Q. Governors queried if it might be useful for the school to use the space on the village tennis courts during the next term. RB said that he could table it as an item for the next Parish Council meeting.

A. SN said that it might be possible, although she would be concerned about insurance and health and safety, as it is technically classed as offsite. However, this is something that could be investigated.

RB told Governors that the Parish Council is funding the extension of the pathway from the Fritillary Mews end of the village, which is going to be completed over the summer holidays. This means that pupils from that part of the village will not have to cross the road as many times to get to school. Governors thanked RB and the Parish Council for their work on the footpath.

*New school in Witney (Windrush CofE School)* – SV had sent information about the new school that it opening in Witney in September 2021. It will be part of the River Learning Trust, and it plans to open with Nursery and Reception pupils, so as not to adversely impact numbers in existing local schools.

***Date of next FGB meeting*** – 21 September 2020 at 6pm via Zoom

Matters to discuss at the next FGB meeting:

- Dates of 2020-21 FGB and Committee meetings.
- Update of register of interests to publish on school website.
- Approval of Committee membership and terms of reference.
- Annual Safeguarding Report (first or second FGB meeting of new school year).
- SEND and PPG updates (first or second FGB meeting of autumn term).

**53/20 Farewell to Headteacher**

SV invited Governors to come to the school playground at 4pm on Wednesday to say farewell to SN, who will finish as Headteacher on Friday. However, it was noted that SN is going to arrange a handover/farewell meeting (in accordance with social distancing guidelines) in the autumn term.

*The meeting ended at 7.13pm.*  
GP: 13 July 2020