

Meeting Notes - 21st April 2020

	<p>In attendance: Diane Bainbridge - Longney Jo Grills – Clearwater, Gloucester Bishop David Jennings - St Johns Coleford Bob Lloyd-Smith - St James Carol O'Donnell - Coaley Susan Holmes - St Lawrence Sarah Nicholson - Hardwicke Keith Withers – Lakefield, Frampton-on-Severn Neil Grecian - Dursley Katherine Clamp – Primrose Hill Jackie Hall – Fieldcourt Infants Ian Wills – Whiteshill Stephen Draper - Minchinhampton Anna Hay – Winchcombe</p>	<p>Apologies: Jacqui Powell – St Matthew's Stroud</p> <p>Not attending: Marc Cornwell – Bibury Rev David Minns</p>
1.	<p>The meeting opened in prayer and Katherine Clamp was introduced as the new Chair at Primrose Hill.</p>	
2.	<p>DGAT Central updates</p> <ul style="list-style-type: none"> - RH outlined the key actions taken by the Trust during the Covid-19 crisis and commended the hard work of the Headteachers and the schools' staff in responding positively to the requirement to keep schools open for the children of key workers and to those most vulnerable. She noted that she had been copying Chairs into the daily updates and hoped they had been helpful. Chair's unanimously agreed that the updates from the central team had been useful and supportive during this challenging time. - All schools have been open and less 10% of pupils are in school. - Key issues to overcome have been monitoring the children with CP plans, the provision of food to the pupils eligible for free school meals but not attending school, supporting staff to shield and self-isolate whilst maintaining a workable rota, opening over the Easter break. - RH outlined that there are no certainties as to when schools may fully re-open but one possibility is a staged reopening after the Easter break. In responding to a question RH noted that she was strongly against schools being asked to open during the summer holidays to enable school staff to have a proper, restful break. - RH reported that there is a meeting for HTs on Thursday this week and one of the topics for discussion will be what needs to be considered and fed back to the DfE about re-opening. - RH noted the importance of governance during this time and thanked the Chairs for their hard work and support for the school leaders. The role should be focused on support. No monitoring should be taking place at present. Chairs should assure themselves they know what is going on within the provision. - RH confirmed that the annual budget setting process for each school needs to continue and the deadline for budgets to be with the central team is 24 June. Budgets will be presented to the Trust Board on 1 July. There will be a range of unknowns when budget setting and this is to be accepted by both Chairs and HTs. Budgets should be annotated with assumptions – the central team Business Leads will support schools with this. 	

3.	<p>Local Governing Body Meetings</p> <ul style="list-style-type: none"> - It was assumed that due to the crisis all LGB meetings had been cancelled. - NW outlined the need for each school to have a local governing body meeting in May and talked through the agenda that was circulated in advance of the meeting. It was noted that there is no requirement to have committee meetings. NW will share this information with clerks in a meeting on 23rd April. - It was noted that the main function of governance at the present time is that of support rather than challenge and all monitoring is suspended for the moment. - RH noted that the DGAT Zoom room could be used if required. - The Remote Meeting Policy was noted, and it was identified that decisions should not be made via email. - NW explained the process for dealing with governors whose term of office was ending or due to end in the coming months. - It was noted that during the current situation an appendix to the safeguarding policy is required however it is regularly updated due to the changing guidance. Version 4 was circulated in the daily update to HTs. Chairs were advised to ensure they note this with their local governing bodies. - RH asked Chairs to consider whether they would be continuing in their role in September and asked any who were considering standing down to let NW know so that succession planning can be supported. - RH noted that all additional expenditure as a result of the crisis should be recorded as it can be claimed back from the DfE. - NW noted that the DfE have made it clear that any complaints received should not be dealt with until schools reopen fully.
4.	<p>Questions/comments</p> <ul style="list-style-type: none"> - An issue was raised about the complexity of accessing EdenRed and the 35p per minute charges for contacting the organisation, along with the very long waiting times. It was noted that this should be recorded as additional expenditure. - A question was asked about how data would be collected and analysed once schools re-open. RH explained that a data drop would be collected when schools returned with the aim to assess where each pupil was at and that learning would be picked up from this point.
5.	<p>AOB</p> <ul style="list-style-type: none"> - Thanks were offered from all Chairs to the DGAT Central Team for their support during the current situation - A question was raised regarding the provision of PPE for staff on reopening. RH reported that there had been no mention of this in any of the forums she attends, except for in special schools but that she would raise the question. - Katherine Clamp asked to be added to the email circulation list as she does not yet have access to the Chair@ email address - Carol O'Donnell shared the experiences of Coaley in setting up a virtual café for parents and governors with mental health first aid training offering support for parents. It was suggested that this would be good to add to the fortnightly newsletter through Emma Anderson. - A question was raised regarding performance management (PM) and how this will work as a result of the crisis. RH identified that it was too early to be definitive about this, but PM reviews would not be able to include pupil progress measures in the same way as would usually be the case. This will need to be revisited when the scale of the impact of the crisis is known.
	<p>Dates Next meeting - 1 June 2020 6pm</p>