



Minutes of Thirsk Community Primary School Governing Board held Online on Monday 11 May 2020 at 6.15pm

Present: David Duffey (DD) (Chair), Richard Chandler (RC) (Headteacher), Jason Tazzyman (JT) (Vice Chair), Karin Wilkinson (KW), Stuart Mountford (SM), Jenny Buck (JB), Lucy Minican (LM), Gemma Wall (GW)

Apologies: None

In attendance: Rebecca Kaufman (RK), Sheila White (Clerk)

| No 19/20 | Item | Action |
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| PART 'A' – Governance | | |
| 8.1 | <p>Welcome The Chair opened the meeting at 6.28pm and welcomed RK, the newly appointed Deputy Head to the meeting. The Chair thanked all Governors for attending. SM had technical difficulties at the beginning of the meeting but joined at 6.45pm.</p> | |
| 8.2 | <p>Apologies and determine whether absences should be consented to There were no apologies.</p> | |
| 8.3 | <p>Remind Governors about Declaration of Interest There were no declarations of interest at this point in the meeting.</p> | |
| 8.4 | <p>Notification of any other urgent business Urgent business items are included in the agenda.</p> | |
| 8.5 | <p>Correspondence The only correspondence to discuss is a letter re McKie mastery and this will be discussed at 8.17.</p> | |
| 8.6 | <p>Approve the Minutes from 10 February 2020 <u>Approval</u> – The minutes of the Full Governing Board (FGB) meeting held on 9 March 2020, which were circulated to all Governors prior to the meeting, were deemed as a true record and were duly APPROVED and SIGNED by the Chair, DD. DD will forward an electronic copy of the signed minutes to the school.</p> | |
| 8.7 | <p>Matters arising <u>Item 7.14</u> to be discussed at 8.14 <u>Item 7.15</u> DD did not write to Julie Parrish (JP) as JP had already begun the process for court proceedings. With Coronavirus this is now on hold.</p> | |
| 8.8 | <p>Governor Training None to report.</p> | |
| PART 'B' – Resources | | |
| 8.9 | <p>Coronavirus Update An update of the coronavirus was circulated to all Governors prior to the meeting and RC highlighted the main issues.</p> <p>Staff</p> <ul style="list-style-type: none"> • 9 staff are medically isolating (4 teachers medically isolating, 4 teaching assistants and a member of the administration team) • 1 further member of school staff has a member of the household that has been directed to medically shield. | |

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1

- 3 members of staff have notified RC regarding a vulnerable person within their household.

Child Protection Policy has been updated initially April 2nd 2020 then 5.5.2020 to NYCC policy. The Safer Working Covid update shared with staff 5.5.2020

Staff have been split in to 4 teams for this period:

School based team. This is led by MB and KG

The staff timetable has been developed to match the number of staff in school to the no. of pupils and the needs of the pupils. Staffing structures are reviewed on a weekly basis as part of SLT and adapted.

Staff have worked through Easter holidays and Bank holidays to keep school open for pupils with EHCPs, the most vulnerable and the children of critical workers

Safe Social Distancing for staff is a challenge. Pupils, especially the youngest and those with additional needs find this particularly difficult. Additional challenge where there are pupils with significant SEMH needs.

Daily curriculum relates to home learning,

School Based team meet weekly via Teams to review

Home learning team

This is led by LT.

Uploading work to the eSchools platform and coordination of learning at home.

Designated email address to contact Lillian.

Outreach team/ welfare coordination

Headteacher / Learning mentor

Daily phone calls to vulnerable families advice and support by phone.

Continued child protection and safeguarding.

Administration Team

This is led by AM

Coordination of Office

Coordination of Free School Meal Vouchers

Booking of pupils in to school

Support with eSchools platform for parents

Pupils

Pupils in School

Numbers have fluctuated initially these were less than 5. Now pupils numbers are typically 15-18pupils. These are children of critical workers, pupils with an EHCP, Pupils with a social worker and pupils considered the most vulnerable.

Safeguarding:

Vulnerable Pupils have been RAG rated and frequency of contact adjusted in accordance to risk

Red –pupils with EHCP, or a social worker

Amber –those pupils that are supported by Early Help or considered vulnerable

Green –those pupils and families where low level of concern but still have some vulnerabilities

Pupils with EHCP 4 pupils with 1 EHCP pending:

Risk assessments for pupils complete and reviewed 5.5.2020

1 pupil not attending -Medical

2 Pupils not attending parental preference

2 pupils now attending 2 days per week

Pupils with a Social Worker 4 pupils

1 pupils attending twice per week

3 pupils attending daily

Pupils considered the most vulnerable

Completing personal Vulnerability attendance plans for pupils. Starting with the most

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| | <p>vulnerable. 5.5.2020 Pupils with the offer of 5 days at school: 2 pupils Pupils with an offer of 2 days at school: 2 pupils Pupils with the offer of 1 day at school: 10 pupils Door-step welfare visits: 2 families Vulnerable pupils call records log –updated daily, running chronology <u>Pupil from Critical Worker Families</u> This is 5- 10 pupils. Families need to book in advance to access a place at school.</p> <p>Premises NYCC now undertaking deep clean when building is empty There is additional cleaning of Classrooms and areas that pupils are using each day</p> <p>GQ: A high proportion of staff are shielding/isolating. How was the risk assessment done and is there any movement on this? A concern is the burden falling on the same staff. A. The school is down to six teachers which is an issue. RC took advice on risk assessment at the time of initial closure and these rules have not so far been updated.</p> <p>Governors discussed the implications of opening schools up in line with the government statement yesterday. RC advised that as class rooms are small there is likely to be a staggered and rolling programme offered for pupils. Perhaps mornings or afternoons and with smaller class sizes.</p> <p>GQ: Are staff offered anything in terms of personal protection equipment (PPE)? A. Gloves and sanitiser are available for staff to use. Glove use is mixed as some staff find them uncomfortable. The school is now ordering further gloves sanitiser and also mask and aprons. There is a good awareness that staff need protection particularly with younger children who find social distancing difficult. There is also the issue of children finding the PPE frightening and this will need to be handled carefully and sensitively and points again to staggered opening, perhaps getting one group settled with the new system before inviting other pupils back. One way systems for pick up/ drop off also need to be considered.</p> <p>GQ: Presumably guidance from NYCC will be forthcoming? A. Yes, RC will monitor this.</p> <p>It is early days and a lot more guidance is required to help the school plan appropriately. It was agreed that once an approach is defined the Governors input will be useful. Once a plan is drawn up RC will share with Governors and ask for comments. It is likely this will need to happen before the next meeting on 6 June as schools are possibly opening up further on 1 June. Governors are mindful of the need to protect staff, especially staff who have worked through the last half term and need a break before 1 June. It may be that the school closes for the upcoming half term to allow for this break.</p> <p>GQ: Is consideration been given to online lessons? A. This is happening but not for all year groups. Feedback from parents so far on pre-recorded on line lessons has been very positive. To the extent that consideration is being given to continuing this after coronavirus as it helps parents support their children’s learning.</p> | All Governors |
| 8.10 | <p>Staffing Structure The revised staffing structure was circulated to all Governors prior to the meeting and RC highlighted the main issues. The model needed to be revised due to a number of issues including staff requests to alter hours and the projection of fewer children enrolling for nursery next year. So far nine prospective children have enrolled and the previous projection was for twenty four children. Several factors are likely to contribute to these figures including the new housing at the Keeble nursery end of town and that the nursery does not offer full wrap round care for working parents. Nursery hours are not 9 -6pm.</p> <p>GQ: How does the new model fit with the budget? A. It has been designed to accommodate the anticipated budget. The school can no longer justify a separate</p> | |

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| | <p>nursery. An early years foundation stage unit is the best option. Pleasingly this year all nursery children are continuing to reception.</p> <p>GQ: In early years there is one teacher for forty pupils? A Yes but the staff/pupil ratio is fine. There are two HTLAs and other experienced staff to assist in early years.</p> <p>GQ: Is there more job share than previously and might this affect continuity? A. There are three but the demarcations are very clear. The McKie Mastery way of teaching lends itself much better to job share as it is very clear who is doing what and what the objectives are.</p> <p>RC summarised the benefits of the new model</p> <ul style="list-style-type: none"> • The creation of an EYFS unit fits the financial climate, use of lead teacher to EYFS. • KS1 lead + EYFS lead -supports transition for current R pupils. • There is minimal impact of potential maternity –no MM training implications • The Deputy Head Teacher is non-classed based • Gives the ability to move to reconfigure in 2020/21 • Accommodates all requests for part time working <p>All Governors approved the new staffing model.</p> | |
| 8.11 | <p>Finance Monitoring Report</p> <p>The yearend outturn summary budget report had been circulated to Governors prior to the meeting and RC highlighted the main issues. The key issues are an improved carry forward figure and a large potential variance of additional income. It was agreed that further information is needed on the explanation of the significant variance figure as well as explanation of the seeming underspend on some staff hours.</p> <p>It was agreed that RC will seek further clarification from the finance officer and the school business manager and the two finance governors will meet before the next meeting.</p> | Head Finance Governors |
| 8.12 | <p>To agree the Start Budget</p> <p>It was agreed this will be considered at the June meeting as it is not possible to finalise the start budget until the finance monitoring report at 8.11 is agreed.</p> | |
| PART 'C' – Other | | |
| 8.13 | <p>Policies</p> <p>The following policies were circulated to all Governors prior to the meeting:</p> <ul style="list-style-type: none"> • Privacy Notice Covid-19 • Acceptable Use Policy Staff and Governors • Parental Leave Policy and Guidance • Governors Code of Conduct • Governor Disciplinary <p>All the above policies were approved by Governors.</p> | |
| 8.14 | <p>Governor Vacancies</p> <p>Prior to the lockdown GW was approached by two prospective Governors. DD will contact both after Coronavirus. GW was thanked for her work in encouraging/finding prospective Governors.</p> | Chair |
| 8.15 | <p>Safeguarding / Child Protection</p> <p>This was discussed at 8.9 above.</p> | |
| 8.17 | <p>AOB</p> <p>McKie Mastery</p> <p>RC has received a letter from Claire McKie re renewing the licence to continue next year. Documents outlining the impact by each of the four Leads were circulated to Governors prior to the meeting. RC recommends continuation as the impact is so positive.</p> | |

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| | <p>GQ: What is the cost? A. The cost is £1200.</p> <p>GQ: Can it be shown that the school would have hit attainment targets had Coronavirus not interrupted the school year? A. It is impossible to say. The school would have been closer to the targets as significant improvements have been demonstrated.</p> <p>Governors agreed to continue with McKie Mastery</p> <p>GQ: Should we ask for a discount since we have not had a full year this year due to Coronavirus and potentially may not be able to undertake a full year next year? A. It is probably unlikely but RC will enquire.</p> <p><u>Ofsted</u> RC confirmed that routine inspections are frozen, although Ofsted will continue to inspect where safeguarding issues are raised. It is therefore unlikely that an inspection will be scheduled before September 2020.</p> <p><u>EMS</u> In answer to a GQ, RC advised that the decommissioning process of the EMS continues. There were no responses to the staff consultation. The process is nearing its end and one of the outstanding jobs is for decisions to be made as to which children will be provided with support additional to that offered by the school.</p> | Head |
| 8.16 | <p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> • Governors reviewed the coronavirus protocols and examined ways to protect staff and pupils. • Governors considered the staffing structure for September 2020 and its impact on staff, finance and pupils. • Governors reviewed McKie Mastery progress and further developments. | |
| 8.18 | <p>Confidential staffing/school updates DD clarified that the advice given is not to discuss confidential items on this online forum and no matters were discussed.</p> | |
| 8.19 | Next Meeting 7 June 2020 at 6.15pm | |
| <p>Date of next meeting 7 June 2020 at 6.15pm 13 July 2020</p> | | |
| <p>Please note: The colour coding above links to the three key roles of governance questioning; RED for 'setting strategic direction', BLUE for 'holding Headteacher to account for educational performance' GREEN for 'ensuring financial health, probity and value for money'.</p> | | |

There being no other business the Chair closed the meeting at 7.50pm

Signed:

Date:

5