



## Minutes of Thirsk Community Primary School Governing Board held Online on Monday 8 June 2020 at 6.15pm

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

**Apologies** Stuart Mountford (SM),

**In attendance:** Sheila White (Clerk)

No 19/20	Item	Action
<b>PART 'A' – Governance</b>		
9.1	<b>Welcome</b> The Chair opened the meeting at 6.20pm and thanked all Governors for attending.	
9.2	<b>Apologies and determine whether absences should be consented to</b> SM had technical difficulties and was unable to attend.	
9.3	<b>Remind Governors about Declaration of Interest</b> There were no declarations of interest at this point in the meeting.	
9.4	<b>Notification of any other urgent business</b> Covid update letter to be discussed at 9.9	
9.5	<b>Correspondence</b> RC has received a letter from a prospective governor. To be discussed at 9.13	
9.6	<b>Approve the Minutes from 11 May 2020</b> <u>Approval</u> – The minutes of the Full Governing Board (FGB) meeting held on 11 May 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 a copy of the signed minutes to the school.	
9.7	<b>Matters arising</b> <u>Item 8.11</u> The senior financial consultant has sent fuller details and clarification on the end of year accounts. To be discussed at 9.11	
9.8	<b>Governor Training</b> None to report.	
<b>PART 'B' – Resources/School Improvement</b>		
9.9	<b>Coronavirus Update</b> An update of the coronavirus was circulated to all Governors prior to the meeting and RC invited questions. RC highlighted that currently there is not a teacher in nursery. As a maintained school, nursery pupils should be taught by a qualified teacher, however during the Covid-19 period the guidance has been altered to allow suitably qualified staff to do this role as long as the school has made reasonable endeavours to provide a teacher. The reasonable endeavours and the rationale are detailed in the update and Donna Makepeace (DM) school adviser at NYCC has been consulted and is happy that the school is compliant. <b>Staff</b> · 7 staff medically isolating (4 teachers medically isolating, 2 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 · 2 members of staff have approached RC regarding a vulnerable person within	

Signed:

Date:

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their household.

Staff are now working in 2 teams -School team and Home team, however unlike earlier during this period all staff now meet weekly as part of a staff meeting via Teams. The North Yorkshire Local Authority Risk Assessment has been completed and signed by all members of staff. This provides significant guidance for all staff. A copy is in the governor shared documents –this may answer any further queries.

Staff had remote training prior to the return to school on 18.5.2020

PPE equipment is available in each bubble

Additional risk assessments have been completed for School Office and by NYCC for the Catering service. The County Cleaning Service have received additional advice regarding cleaning during this period.

The school has been restructured and is currently open to pupils in: N, R, Y1 & Y6 as well as to vulnerable pupils, pupils with EHCPs and Key Workers in Y2,3,4 & 5

This is the current class structure in school, this was based on the response from parents whether they would like their children to return:

- Nursery am only 8.50 -11.30 (preferred group max. 8 pupils/ absolute max group.16 pupils)

- Reception: 1 bubble (max.15pupils)

- Y1: 2 bubbles (max. 15 pupils per bubble)

- Y2/3 Key Worker and vulnerable learners group (max. 15 pupils)

- Y4/5 Key Workers and vulnerable learners group (max. 15 pupils)

- Y6: 2 bubbles (max. 15 pupils per bubble)

Each bubble, with the exception of Nursery, is taught by a teacher. In most cases this is the class teacher that the pupils were taught by before school closure on 20th March. All bubbles also have a Teaching Assistant until 1.00pm and in some classes until 3.00pm. This is to enable the bubble model to carryout additional cleaning and retain its integrity during break and lunchtimes and provide staff with breaks.

Additional staff that are needed to support break times and lunchtimes remain distanced from the bubble and would interact only if there was a significant safeguarding or first aid need.

#### Current Pupil Numbers:

- Nursery 5 pupils · Reception: 13 pupils

- Y1: 2 bubbles (max. 15 pupils per bubble) 11 pupils/ 9 pupils

- Y2/3 Key Worker and vulnerable learners group 14 pupils

- Y4/5 Key Workers and vulnerable learners group 13 pupils

- Y6: 2 bubbles 10pupils/ 9pupils

In most bubbles there are families that have requested places at school but are yet to take them up. Although daily attendance is preferred we have some pupils that are attending part time e.g. Mon, Tues, Wed. Currently statutory guidance allows parents and carers to do this. Currently our capacity in reception is limited to 15 pupils. If we reach this limit we are unable at this point to expand further. This is due to the number of staff that are available. Our proposed solution is to offer Reception pupils a place in Nursery. However, a change in statutory guidance may allow further changes. Detailed plans relating to the return to school have been shared with families and are available on the school website. The school behaviour rules have been updated to reflect Covid 19. These have been shared with families and staff. The behaviour policy has been updated to reflect changes.

#### Wider opening

In the event of a wider return to school for pupils in Years 2,3,4,5, under the current guidance the school would struggle to accommodate pupils. This is primarily due to the number of staff that are unable to return to work in school. At this point and under current guidance our options would be:

- Move to a model where pupils in R, Y1 and Y6 attend school on Monday +

Tuesday. The school would close on Wednesday to allow for deep cleaning and

teachers PPA before reopening in a Thursday and Friday for pupils in Y2,3,4 and 5.

Key worker bubbles would continue for the whole week. However, for multiple

reasons this model would be highly problematic. At the forefront of this is those pupils in Reception, Y1 and Y6 who are also children of Key Workers.

· Not to open to pupils in Y2,3,4 and 5 until we have sufficient staff to be able to do this. Other considerations are to opening during the summer holidays. There would be a significant additional cost to this as most Administration Staff and Teaching Assistants are on term time contracts. There would also be extra costs for teachers time. In addition, some teachers and other staff have been working without a break since February. A summer break is essential for wellbeing and preparation for the new school year.

Governors agreed that currently none of the wider opening options appear feasible.

#### Outreach/ welfare coordination

Daily phone calls to vulnerable families giving advice and support continues. There are continued child protection and safeguarding issues to deal with.

#### Home learning team

This is led by Lillian Turner (LT). Uploading work to the eSchools platform and coordination of learning at home. Recorded video lessons are now being produced Home school phone calls are also now being carried out.

#### Pupils

##### 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

This has been updated as a number of these pupils are now attending school

##### Pupils with EHCP 4 pupils with 1 EHCP pending:

Risk assessments for pupils complete and reviewed 5.5.2020

1 pupil not attending -Medical

3 pupils now attending

1 Pending –parent preference to keep at home

##### Pupils with a Social Worker 5 pupils

1 pupil attending full time

2 non-attending parental preference (places in school offered /social worker aware)

2 currently ill (places in school offered /social worker aware)

Vulnerable pupils call records log is updated daily, running chronology

#### Premises

The school building has been significantly changed, SM visited the school prior to the return of pupils to inspect the changes that have been made and to review the risk assessment on behalf of the Governing body. Photos of the changes made are available on the school website. This is so that families are clear as to what school looks like in the event of pupils returning.

**GQ: Does the above incorporate the latest advice on facemasks from the World Health Organisation WHO and the government? A.** There has been no change so far to the guidance issued to schools. So far the guidance is not to wear facemasks as it may be unsettling for children plus the efficacy is not yet proven. However, RC is keeping an eye on any potential changes.

**GQ: Does the cleaning agent used contain bleach and is it dried before children could touch the surfaces where it has been used? A.** The cleaning agent is as recommended by NYCC. It is made up on site by staff and it is not sprayed or used directly on to the surface to be cleaned but put on the cloth and then used. Typically cleaning is done when children are not present, for example in the breaks or lunchtime.

**GQ: How are staff coping? A.** Staff are very professional. There is reassurance that the plans put in place are working well. So far parents and carers are arriving and

	<p>departing at the allotted times so that is good for staff. The bubbles are a sensible size and the school is generally running well. The children leave school at Friday lunchtime which allows staff PPA time on Friday afternoon which is good for staff wellbeing.</p> <p><b>GQ: Are pupil numbers stable?</b> A. Numbers are increasing as confidence grows.</p> <p><b>GQ: is there any more advice on staff who are shielding?</b> A. No the guidance for clinically extremely vulnerable and clinically vulnerable staff and pupils has not changed significantly. Unless and until this does change the school has to manage with the resources it has. At present this is more of a limiting factor than the premises.</p> <p>RC shared a draft letter to parents and carers about the plan to allocate places in school as demand increases. Governors were happy with the general tenor of the letter as it proposes a good solution to a difficult situation. Two amendments were suggested; that the proscriptive nature of the bubbles meaning that the school has no autonomy on this issue is highlighted further and that the reference to resources is toned down.</p> <p>With the above amendments all governors agreed to the letter being sent out. RC will make the alterations, send the draft to DD early tomorrow and it will then be sent out this week.</p> <p><b>GQ: Has the idea of engaging a supply teacher been considered?</b> A. It has felt unfeasible due to cost, the time a supply teacher would need to be engaged for and that it is a new person for the pupils to cope with in already unsettling circumstances. With the bubble formation a teaching assistant as well as a teacher would be required. DM has intimated that most schools are in a similar position regarding teaching staff.</p> <p>It was agreed RC would contact DM to ask if there are any schools with spare capacity in staff as this is the recommended way forward before considering supply.</p>	<p>Head Chair</p> <p>Head</p>
9.10	<p><b>McKie Mastery Update</b></p> <p>RC reported that Claire McKie has provided slides to revise the model under current circumstances. Elements of McKie Mastery are being used, particularly with year 1. The home learning team led by LT and involving Gemma, Polly and Beth is moving more to pre-recorded video sessions. The team is looking to incorporate elements of McKie Mastery within these. RC is aiming to put assemblies on to video in future and these will be put up on the home learning area of the school website.</p>	
9.11	<p><b>To agree the Start Budget</b></p> <p>The explanation from the senior financial consultant at NYCC of the adjustment required in the finance monitoring report for year end March 20 was circulated to governors prior to this meeting. The finance governors have considered the response. Governors agreed to accept the explanation as given. There is a concern that governors are not in a position to identify such a discrepancy should it occur again.</p> <p>The start budget had been considered at the previous meeting and RC shared the up to date figures with Governors. The predicted budget for 20-21 shows a small overspend which will eat into the yearend carry forward and would result in a deficit budget after that. Clearly this is not satisfactory and governors are mindful of the need to avoid a deficit budget. The main issue is falling rolls. Thirty one children leave year 6 this year and only twenty one are joining reception. There are also fewer prospective pupils in nursery next year.</p> <p><b>GQ: Are we going with the staff structure agreed last month?</b> A. Yes, staff will be informed this week and RC wishes to manage the communication of information so staff and governors are asked not to tell parents and carers in a piecemeal way. The majority of pupils will be taught by the teacher they had in March which will be reassuring for them.</p> <p><b>GQ: To attract more pupils we need to capitalise on our use of McKie Mastery and the excellent results.</b> A Yes. The website is being re developed but it is a question of time and expertise to maintain the necessary constant drip of good PR.</p>	

	<p>The school is good at getting sporting achievements recognised in the local paper and we need to translate this to good PR across the board.</p> <p><b>GQ Where has SEN funding gone, there appears to be a big drop?</b> A. Yes, this is the removal of the EMS funding in future years. The unit was resource neutral so the drop in income is matched by a corresponding drop in expenditure.</p> <p><b>GQ: The supply and services forecast for 21-22 increases by £25k?</b> A. JB will email RC with this question and RC will pursue with the senior financial consultant</p> <p>All governors agreed the start budget.</p>	JB Head
<b>PART 'C' – Other</b>		
9.12	<p><b>Policies</b> The following policies were circulated to all Governors prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Probationary Procedure</li> <li>• Induction</li> <li>• Whistleblowing</li> <li>• Reorganisation redundancy and redeployment</li> <li>• Collecting children from school</li> <li>• Managing unreasonable complaints</li> </ul> <p>All the above policies were approved by governors.</p> <ul style="list-style-type: none"> <li>• Complaints</li> <li>• Complaint leaflet for parents</li> </ul> <p>These policies will be checked to ensure they match and will be brought to the next FGB.</p>	Head
9.13	<p><b>Governor Vacancies</b> A prospective governor has handed in an application. She is a teacher with good experience in early years. DD has spoken with her on the phone. There are other papers at school that need to be picked up and RC will place the application with these for DD. Governors are pleased to be potentially welcoming a new governor.</p>	Chair
9.14	<p><b>Safeguarding / Child Protection</b> This was discussed at 9.9 above. RC relayed how home visits to vulnerable families take place and that the majority of families are very pleased with the interaction and delivery of home learning papers. It is clear that school is a huge safety net for some and there are families who are suffering a great deal currently.</p>	
9.15	<p><b>How has this meeting impacted on the welfare and progress of our pupils?</b></p> <ul style="list-style-type: none"> <li>• Governors reviewed the Covid protocols and examined ways to protect staff and pupils in and out of school</li> <li>• Governors considered safeguarding and home learning protocols.</li> <li>• Governors agreed the budget.</li> </ul>	
9.16	<p><b>AOB</b> RC reminded governors they are welcome to contact him via email with any queries relating to Covid and do not have to wait for a governors meeting.</p>	
9.17	<p><b>Confidential staffing/school updates</b> DD clarified that the advice given is not to discuss confidential items on this online forum and no matters were discussed.</p>	
9.18	<p><b>Date of Next Meeting 13 July 2020 at 6.15pm</b></p>	
<p>Please note: The colour coding above links to the three key roles of governance questioning;  <b>RED</b> for 'setting strategic direction',  <b>BLUE</b> for 'holding Headteacher to account for educational performance'  <b>GREEN</b> for 'ensuring financial health, probity and value for money'.</p>		

There being no other business the Chair closed the meeting at 7.35pm

Signed:

Date:

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