

Barlby Community Primary School

Minutes of Full Governing Body Meeting held on Tuesday 7th July 2020 at 6.00pm

Virtual Meeting hosted via Zoom

Present

Mrs J Baker {JB}	<i>Headteacher</i>	Miss S Owen	<i>Staff Governor</i>
Mr P Boyes {PB}	<i>Parent Governor</i>	Mrs S Richmond	<i>Co-opted Governor</i>
Mrs L Clark	<i>Co-opted Governor</i>	Mr G Stockill {GS}	<i>Co-opted Governor</i>
Mrs B Dowdy {BD}	<i>Co-opted Governor</i>	Mr J Sykes	<i>Parent Governor</i>
Mr A Durling	<i>Parent Governor</i>	Mr M Walker {MW}	<i>L A Governor {Chair}</i>
Miss J Millican	<i>Parent Governor</i>		

In Attendance

Mrs M Hall {MH}	-	SBM
M AD Reed	-	Clerk

<u>Colour Key</u>	
Red	Question/Challenge
Green	Reply
Blue	Resolution
Orange	Financial Question/Challenge

1. Welcomes & introduction

The meeting commenced at 6.00pm. Governors were welcomed to the meeting by the Clerk, who opened proceedings ahead of items 2 & 3.

2. Affirmation of local authority governor

Governors were advised that, on 22nd May 2020, NYCC had formally confirmed the nomination of MW as local authority governor; governors were asked to signify their acceptance of the appointment.

Governors resolved to accept the local authority nomination of MW as local authority governor, with a four-year term of office therefore commencing on 7th July 2020.

3. Appointment of Chair

Since the most recent Full Governing Body meeting, MW's appointment as Chair had ended as a result of the expiry of his term as a parent governor. MW indicated he was willing to stand again as Chair and, in the absence of any other candidates, governors were asked to signify their acceptance.

Governors resolved to elect MW as Chair of Governors commencing on 7th July 2020 until such time as the next election is scheduled in accordance with Standing Orders.

4. Apologies for absence & consideration for consent

None.

5. Reminder of confidentiality & declarations of interest, pecuniary or otherwise

Governors were reminded by the Chair of the requirement for confidentiality; there were no declarations of interest.

6. Governor resignation(s) and governor vacancies

It was confirmed to governors that Mrs R Cannon had tendered her resignation as a co-opted governor on 23rd May 2020. There are now two vacancies on the governing body for co-opted governors and attendees were asked to give thought to whether they are aware of any potential candidates.

Q Are there any specific skills required?

A This will be assessed by reference to the latest skills audit.

In addition, the expiry of MW's term of office as a parent governor and subsequent appointment as local authority governor means there is now a vacancy for a parent governor. There was a discussion around whether to arrange an election immediately or to wait until September when the parents of the new cohort will be eligible to apply.

Governors resolved that a parent governor election be arranged as soon as possible after the resumption of school in September 2020.

7. Any other business to be agreed for inclusion on agenda

None.

8. Minutes of meeting held on 27th November 2019 & matters arising

Matters arising

With reference to a question minuted as part of agenda item 4, the Clerk was asked to confirm:

Q Is there a requirement to send an 'annual statement report' to parents?

A While it is a formal requirement in academies, it is considered good practice to publish an 'annual governance statement'.

The Clerk agreed to locate an example and forward to the Chair for reference.

Actions [from Actions Sheet]

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| (16) | Compilation & assessment of the '20 Questions' remains outstanding and is to be carried out in preparation for the next FGB. | C/F |
| (17) | Governors confirmed individual completion & return of the '20 Questions' | CLOSED |
| (18) | Any skills gaps will be identified from the results of the 'Skills Audit' and taken into account in the letters to be sent out ahead of the parent governor election in September 2020. | C/F |
| (21) | PB confirmed he had attended 'Chairing the Governing Body' training in March 2020. | CLOSED |
| (24) | The new subject report format was confirmed by JB as having been completed but not yet used due to the current COVID-19 health emergency. | CLOSED |
| (25) | Actions from the most recent curriculum meeting had been emailed to staff and feedback shared with the Chair. | CLOSED |
| (26) | Completion of online safeguarding training by the caretaker & cleaner remains outstanding. Deadline extended to 30 th September 2020. | C/F |

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| (27) Governors had been provided with the updated 'RAG' report. | CLOSED |
| (28) JB had concluded a reciprocal peer review of the short-form SEF with other local schools. | CLOSED |
| (29) It has been agreed that the parent governor election be arranged for September 2020. | C/F |
| (30) MW has now been appointed as a local authority governor | CLOSED |

Governors agreed that the minutes of the meeting of the Full Governing Body held on 27th November 2019 be signed by Chair as a correct record and filed as appropriate.

9. Headteacher's Report

The report had been circulated to governors prior to the meeting.

JB confirmed that:

- the start date for the school extension has now been confirmed as September
- several targets will be carried forward into the next year as a result of the disruption caused by COVID-19
- 1 teaching assistant has now resigned to undertake a teacher training course
- there were no other additions or amendments to the report.

Q Is it likely that work on the extension could be affected by COVID-19 restrictions?

A Considered unlikely unless there is a return to a more stringent lockdown.

Q Will the impact of the building work have any effect on the distancing arrangements required by COVID-19 guidelines?

A The latest government guidelines issued this week remove the 15-pupil limit on each 'bubble'. In case of need, the school hall could be used. Use of around half of the 'bottom' playground will also be lost, with the potential to cause some inconvenience.

PB offered to attend any site meetings if required.

10. School Development Plan & 3-year plan

The *3-Year Strategic Plan* and *Whole School Priorities* documents had been circulated prior to the meeting for review. With regard to the self-assessment of governors, MW asked that all governors complete the *360 Degree Review of the Chair's Performance* document before the start of the new term in September.

JB reported that the first two weeks back in school in September will focus on the children's mental health in the form of a '*re-engagement exercise*'.

Q Will there be SATs next year?

A Yes. SATs will revert to being a statutory requirement.

Q In light of the known number of lower-ability children in the current Year 5, will they be a priority?

A Yes. It is acknowledged that their progress will show a 'dip' in many areas. They will be allocated experienced teachers & teaching assistants with the benefit of the government's recently announced 'booster funding'.

Q Are there plans in place in case of a 'second wave' of COVID-19?

A Yes.

Following detailed discussion of both documents, MW then asked governors:

Q Do we think that the 3-Year Plan is sufficiently ambitious and does it reflect the strategic aims of the school?

A Yes. All governors agreed.

Governors resolved that the 3-Year Strategic Plan and Whole School Priorities documents be adopted.

11. Update from Finance Committee meeting on 20th May 2020

Draft minutes had been circulated prior to the meeting. GS summarised the main points:

- The financial impact of COVID-19 was unlikely to prove to be significant and, when savings are balanced with any additional costs, the overall affect may even be positive
- The funding formula has had a favourable impact on the budget for 2020-2021; budget had been adopted and forwarded to NYCC as required

JB reported that, since the Finance Committee meeting, 'PE money' has now been confirmed for the next financial year – this means an additional £10k can now be added into the budget.

Q Are operational costs for the new extension included in the budget submitted?

A No. Governors were advised that any additional costs associated with the extension will not start until the following financial year.

12. Update from Curriculum & Policy Committee

Minutes from the most recent meeting had already been circulated. Around 20 policies had been reviewed and there had been no significant changes made. No changes to the policy review schedule are planned.

13. Safeguarding Audit

The safeguarding audit had been completed in June 2020 and the report had been circulated prior to the meeting; it had already been ratified by BD in her role as *Safeguarding Governor*. The audit is an internal review and JB expressed thanks to MH for her significant role in completing the required work. There were no questions.

14. Health & Safety

Other than the currently ongoing COVID-19 health emergency there were no issues to report.

Q How will any changes to the government COVID-19 guidance that occur during the Summer holidays be dealt with?

A JB confirmed that she will continue to monitor her emails and respond as appropriate. An extraordinary meeting of governors can be called if the need arises.

Q Is there a requirement to provide support for the children of 'key workers' over the Summer?

A No – the guidelines state that schools should close. There will be a *sports camp* hosted at Barlby Primary but this will not be free and will be run by an outside agency.

15. Acknowledgement of staff commitment through COVID-19 crisis

There was an extensive discussion around how best to acknowledge additional commitment shown by a number of school staff throughout the health emergency.

Having identified a number of problems associated with various solutions, the consensus reached was that individual letters from the Chair was the best way of acknowledging the efforts of those staff involved without being divisive. It was also agreed that JB will first ask all staff to 'report' on what they have done during the lockdown period which will also assist when the time comes for annual performance review.

16. Training

It was confirmed that MW, PB & GS had undertaken complaints training. MH will check training logs to ascertain whether any required renewal training [e.g. safeguarding] has become due.

MW stated that he plans to complete the *Safer Recruitment* training. BD reported that she has done this training.

17. Meeting dates for 2020-2021

JB will forward a list of suggested dates to the Clerk.

18. Any other business

Although no other business had been identified earlier, MW took the opportunity to thank governors for their commitment throughout the 2019-2020 school year.

The meeting ended at 7.25pm.

Signed

Date