

Minutes of the St Mary's Church of England Primary School Board Meeting held on Monday 18th May 2020 remotely via MS Teams

Present

Parent Governor (2): Mrs Emily Turnbull, Mr David Lee

LA Governor (1): Mr Owen Lewis (Chair 01.10.20)

HT and Staff Governor (2): Ms Lynne Osborne (HT), (vacancy)

Foundation Governors (8):

DBE Appointed: Mr David White, Miss Emma Wilson

Ex Officio: Revd Jonathan Gordon

PCC Appointed: Mrs Louisa Osmond, Mrs Linda Slim (Vice Chair 01.10.20), Mrs Helen Thrussell, Garth Taljaard, (vacancy)

Co-Opted Governor (1): Mr Jon Clarke

Associate Members: Mrs Jo Bates (staff), Ceris Taylor (Interim DHT)

In attendance: Tracey Middleton, Clerk to Governors

Documentation circulated in advance of the meeting by the clerk:

Winkwell Sherwood – Covid 19

<https://wslaw.co.uk/blog/the-impact-of-covid-19-on-school-and-academies>

EBBC - Teachers to grade students for cancelled exams

<https://www.bbc.co.uk/news/education-52145358>

Brown Jacobson – Decision making

<https://www.brownejacobson.com/-/media/files/pdf-documents/education/browne-j-decisionmaking-resources-for-academy-boards20203>

NGA Guidance

<https://www.nga.org.uk/Knowledge-Centre/Executive-leaders-and-the-governing-boards/The-Coronavirus-Information-for-governing-boards-M.aspx>

School Bus

_Safeguarding and coronavirus (COVID-19) _ DSL Compliance Update to Governors _2020041.docx

The School Bus - Six_Priorities for Governing Boards During the Coronavirus (COVID-19) Pandemic_2020048.pdf

NGA: The right people around the table: <https://www.nga.org.uk/getattachment/Knowledge-Centre/Governance-structure-roles-and-responsibilities/Roles-and-responsibilities/Composition/The-right-people-around-the-table-a-guide-to-recru/The-right-people-around-the-table-Feb-2020.pdf?lang=en-GB>


















NGA A view from the board Ofsted: [https://www.nga.org.uk/getattachment/News/NGA-News/March-2020/Governance-not-consistently-recognised-in-new-Ofst/NGA-View-from-the-Board-\(Ofsted\)-Report-\(WEB\)-Stg2B.pdf?lang=en-GB](https://www.nga.org.uk/getattachment/News/NGA-News/March-2020/Governance-not-consistently-recognised-in-new-Ofst/NGA-View-from-the-Board-(Ofsted)-Report-(WEB)-Stg2B.pdf?lang=en-GB)

Brown Jacobson – Recruitment guidance: https://www.brownejacobson.com/education/training-and-resources/legal-updates/2020/05/recruitment-in-schools-and-academies-during-covid-19?utm_source=education&utm_medium=vx-email&utm_campaign=recruitment-in-schools-and-academies-during-covid-19-2020-05-05

School Pro Blog – post Covid Action Plan, Staff planning template: <http://schoolpro.uk/schoolpro-tlc-blog/archives/04-2020>

Covid Risk Assessment

Documentation circulated in advance of the meeting

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|---|---|---|
|  0. St Mary's CofE Primary School FGB Agenda 18.05.20 |  9.2 St Mary's Community Garden Plan |  15. PM029 Newly Qualified Teachers Induction (May 2020) |
|  5. Circulated Draft St Marys FGB Minutes 09.03.20 |  11.1 Budget 2020-21 |  16.1 Academic Standards Minutes 1 May 20 |
|  9.1 Headteacher's report to the Governing Body May |  11.1 St Marys Primary School 2019-20 Year End Budget |  16.5. Resources Minutes 20200504 |
|  9.2 St Mary's Community Garden Cost Estimate |  13.1 Strategy Brainstorming Meeting Notes (5May20) |  16.7 Minutes of Parent Forum Meeting 6 March 2020 |
|  9.2 St Mary's Community Garden Plan |  13.2 St Mary's Twitter policy (draft) |  Governor training May 2020 |
| |  14. SDP September 2019-20 working |  Skills matrix May 2020 |

1 Welcome:

- 1. The Chair welcomed colleagues to the virtual meeting and the meeting was opened with a prayer
- 2. The Chair outlined protocols for the meeting
- 3. The Chair noted that the meeting is quorate
- 4. Ceris (Associate Member) and David (Parent Governor) were warmly welcomed to the Board
- 5. Thanks, were extended to the leadership team and staff body during this unprecedented Covid 19 situation which is challenging for all involved who have risen to the challenge admirably
- 6. There is one Foundation governor vacancy on the Board

2 To receive apologies for absence and to consider approving any absences:

- 1. All present

3 To receive notification of any conflict of interest from the agenda:

- 1. Governors were reminded that if a governor, or anyone else present, has a conflict of interest on an agenda item(s) – pecuniary or other, they must declare it and voluntarily withdraw from the meeting for that item(s) and not take part in that discussion. It is for individual governors to declare a conflict and voluntarily withdraw and not for another governor to instruct withdrawal
- 2. None declared

4 To consider notification of any items for AOB:

- 1. None

5 To agree minutes of the last meeting 19.03.20: (previously circulated):

- 1. The minutes of the meeting dated 19.03.20 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair and added to the school files (refer to file)
- 2. **ACTION: Hard copy of papers and minutes to be added to the GB file when school open**

LO, OL

6 To consider matters arising from the last meeting’s minutes:

- 1. The matters arising from the last meeting’s minutes were considered and it was agreed that all actions are closed or in hand or on the current agenda

The following updates were provided:

2. The letter for donations will be reviewed in September
3. An update on the Ofsted training will be held over until the GB meets in person
4. The IT strategy is being reviewed by L Gore with a view that the newly appointed Deputy Head will deal with this area
5. The SEN training will be reviewed to determine if training can be undertaken virtually
6. The skills audit has been collated – finance and HR have been identified as areas to recruit to or undertake further training
7. The GDPR audit with Richard Maskrey has been planned for July and the office will be involved
8. The Annual Programme of work has been reviewed by the Committees and will be adopted at the Business meeting at the start of the new academic year
9. **ACTION: Committee Chairs to review the Terms of Reference and recommend to GB at the at the start of the new academic year**

CHAIRS

7 To monitor Safeguarding:

1. The GB considered the implications of safeguarding in the current Covid-19 situation
2. The Head's report details how the school is catering for all the needs of the children who are not coming into school. Those children coming into school are being well supported. The school identified vulnerable children and following up accordingly
3. Assurance was provided that there is a proactive culture of safeguarding within the school

8 To monitor Health and Safety:

1. The checks continue to be reviewed as part of the risk assessments across the school. An additional return to school audit will be undertaken this week

9 To receive and ask questions of the Head's report:

1. The Head's report and SDP which were circulated in advance of the meeting was introduced by the Head
2. Question - I think the staff well-being tree is a great idea for staff wellbeing. Please can you provide a sense of current staff well-being and if Covid 19 has created specific staff well-being issues. Staff generally supportive of each other and well-being tree helpful. It has identified colleagues for communication. Some with small children very concerned and equally older staff. PPE ordered to attempt to allay concerns and staff can have it if they wish. There is a level of anxiety across the staff body

3. Question - What has happened with regards to the SATS exams - were these just cancelled nationally or has the school had to provide predictions on what individual children were expected to achieve? SATS cancelled nationally. No guidance yet given regarding attainment. Working with Ashlyn's on transition. Suspect teacher assessment will be used. The feedback from the parents has been very positive. All the year 6 children were offered their first choice of secondary school apart from one child who is 'out of county'
4. Question - Do you have any concerns about particular children with regards to the current home-schooling situation (either on educational, behavioural or safeguarding levels)? Home schooling is tricky mix. Attempted not to focus too much on technology and consider items that would be available at home (example of clay model other school). All children engaged with class emails/Purple Mash –no one 'missing from education'. Tapestry has been good for Early Years with significant parental engagement. All children have been contacted by their teacher. Each child is having a different home learning experience which will be a challenge to manage on return to school when formative assessment will be required to determine gaps in learning
5. Question - If so, please could you elaborate on any additional monitoring/support being provided by the school for these individuals? Identified a few children as vulnerable 1 SEN and 1 PPG –in school for part/full week
6. Question - Has consideration been given to SEN children or those below the expected attainment levels for their age in the opening back of the school and how quickly they will be returned to the school environment? SEN big mix. High number in Year 6 – hence focus on getting them back. Also, Year 4 so they'll be prioritized. Focus will be on well-being and return to routine not attainment. No one really knows what 'attainment' will look like. No ARE on reports. The prioritising of SEN will impact on years 3 and 5 being considered in return to school
7. Question - What do you think are the 3 biggest challenges facing the school in the coming months? Adapting to new sort of school routine – the 'new normal'. Transition to new year groups and revised expectations. Fear and mental health well-being will be a key focus
8. Question - How has the experience of having key worker children in informed the school's planning for the potential return of the first group of children in June? Been useful in recognizing what works for social distancing and what doesn't. Planned use of outdoors already happening. Need for more creative curriculum due to mixed ages, interests. Reflecting on the organisation of this group has informed planning particularly around social distancing. The mixed age group has ensured that the curriculum has been creative to suit the range of learning
9. Question - How will the school support staff who have school age children? Good question! May be able to modify timetables slightly or ask them to

bring their own children to school but otherwise tricky with need for 'bubbles' and non-rota system

10. Question - How is the school going to handle the inevitable increase in communications both in terms of sending information to parents and responding to parental questions? Continue with weekly newsletter (not fortnightly) and the excellent class reps/class emails. May use video as 'collective' message. Moving forward – new website and class pages.
11. Question - How many critical worker children does St Mary's have? What has been their attendance since the school closed to other pupils? Are their families aware of the decision to not offer provision during half-term? Key worker numbers have increased. We initially identified 8 families who may need to access key worker childcare but the numbers were very low at first. (Average 2/3 some days 0 children). Numbers have increased as time has gone on. Now averaging 9/10 children as people redeployed. Friday only quiet day. All aware and in agreement with half-term closure.
12. Question - What discussion has there been with the LA/ Diocese regarding the proposed partial return (rather than these years plus nursery and Year 1)? Are they content with this approach? Do you envisage any concerns from parents in EY/Year 1 regarding this? No discussion with diocese – indeed very little communication with the diocese in general and nothing advising about our plans for reopening/ or strategic decisions. Checked with other CE Primary Heads and all the same – very small team at Diocese. Range of approaches e.g. Abbey S/A only 2hrs per day per group. No comments/concerns from year 1 and N and very happy to explain in detail strategic reasoning behind.
13. Question - Do you have any concerns about the school's capacity to maintain the excellent distance learning that has been in place so far for years not in school after 1 June? Yes and no. Distance learning will have to change as it's unmanageable when school reopens and more staff working on site. Redeployment of staff and scaled back. Class emails still checked daily.
14. Question - Do you anticipate that changes will be required to the school's behaviour policy in advance of return as referred to in the "Planning Guide for Primary Schools"? Produced an addendum to use with existing policy – will be things like not obeying social distancing, unable to come into school with adult support.
15. Question - Sports Premium. We are reaching the end of the second year of investing in sports by having the sports apprentice on staff and taking a lead in PE and sporting activities. What has the feedback been like from parents and children? Would you consider this initiative a success? Two years. Definite success. Apprentice has overview of all children and sees their development across the school. Excellent with SEND and behaviour management. Game On – didn't see progression or skills being built on. Sian aware of this. Already redesigning Sports Day. Expensive – need to ensure spent carefully and she supports FSM and SEND.

16. Question - Why is the nursery intake only 16 out of 30 available places? Do we normally pick up extra children who may have been at other nurseries or is this a low intake year for all local schools? The low birth rate and limited housing may have affected our Nursery intake again as was the case last year. Although think that we haven't publicised or 'sold' our school enough – all changing!
17. Question - Do we feel confident that formative assessment will address the expected gaps when children return to schools? Some families have engaged more than others during school closure however the staff know the children and families well which will inform gaps and identify shared strategies. The transition meetings are a strength of the school and will be a focus this year including the sharing of individual staff to support the groups
18. Do we anticipate an increase in CP cases when school opens? The staff will be particularly alert to this sensitive area
19. Thanks, were extended to the Head for the informative report and keeping the GB informed during this challenging period
20. The plan to return to school has been shared with parents. The risk assessment has been reviewed and consulted upon. Information has been sought from parents to determine what the numbers might look like. Parents have been reassured that the school is doing what it can to ensure that their children are safe. Social distancing is challenging. It is a rolling programme of bringing children into school
21. The top playground is an area which requires improvement. Colleagues are keen for this to be a community garden project however it will be a longer-term project and plans are in very early stages. The school acknowledged the support from local groups including the Parish Council acknowledging that donations cannot be received from public bodies
- 22. ACTION: Working party to commence planning including Parish Council member – expressions of interest to be submitted to the Chair**
23. Question - How is the preschool being impacted? The preschool was expected to restart after half term however this has been extended for a couple of weeks. The funding has been guaranteed

ALL

10 To monitor Year end data on pupil progress and attainment including PPG and use of Sports Premium:

1. Refer to Head's report and Standards Committee meeting minutes
2. There is an insignificant number of PPG children in the school
3. The Sports Premium will be over spent however the impact of the Apprentice on wellbeing and FSM has had significant benefits

11 Business Requirements:

1. The finances for year end 2019/20 were interrogated by the Resources Committee
2. £63k underspend last year with an 8% rag rating
- 3. The GB agreed to sign off the 2019/20 finances and submit to HCC**

4. The Budget for 2020/21 was interrogated by the Resources Committee and recommended to the GB for ratification
5. The school has an expensive staff profile and the pupil numbers are low. The staffing is 93% of the budget which is not sustainable and ideally needs to reduce to 80% to be sustainable
6. The increased revenue from the breakfast club and afterschool club support the budget however the guaranteed income needs to be addressed. The Covid 19 situation has impacted on revenue streams
7. The governors discussed assumptions and risks associated with the scenario presented. The reduction in breakfast club and after school club have been considered in the budget setting
8. It was noted that rigorous management of the budget is in place and cost savings are being made where possible in line with increasing the pupil numbers
9. Question - Will the school need to use the parish room in June/July? The provision will be different during this period
10. Question – Who has been consulted in the budget setting process? The leadership team, chair and vice chair of governors, chair of the Resources committee and FSS advisor
11. Question – Has the school increased costs as a result of Covid 19? Yes, the costs incurred e.g. virtual resources, PPE and CPD are being monitored. The breakfast club staff have continued to be paid
12. Question – Does the budget support the delivery of the School Development Plan? Yes

13. The GB ratified the budget for 2020/21

14. Confirmation was given that individual Governor Hub tabs including: contact information, declarations, training, attendance at meetings is accurate

15. Confirmation was given that the SFVS has been submitted to the LA

OL

16. ACTION: Confirmation was given that GIAS requires updating

17. It was noted that schools have been given access to FundEd’s online fundraising portal and termly publication

12 To receive the Termly CLA Report:

1. The CLA link governor advised that there are no CLAs in the school

13 Chair’s Business:

1. The Strategy group met on 05.05.20 and meeting notes circulated. The Chair provided an overview as detailed in the notes e.g. promotion of the school, improving the school environment, fund raising, mission statement, School Development Plan, GB meetings and effectiveness of link and governor structure
2. Governors noted the strategic direction and the importance of sharing the GB’s vision with the stakeholders

3. It was noted that governor training can now be booked via GHUB by individuals
4. **ACTION: It was agreed that a staff presentation is given (SENCO) at the September FGB**
5. The Drop Box account will expire as governors now use GHUB

LO, OL

14 To monitor progress and impact of the School Development Plan:

1. Refer to Head's report
2. Covid planning has been the priority this term

15 To monitor and adopt policies:

1. The Twitter Policy which was circulated in advance of the meeting was reviewed and introduced to the GB
2. Governors agreed in principal to a Twitter Account noting the sensitivities of social media
3. The GB ratified the **Twitter Policy**
4. The Newly Qualified Teacher Policy which was circulated in advance of the meeting was reviewed
5. The GB ratified the **Newly Qualified Teacher Policy**
6. Confirmation was given that the model addendum has been added to the policy to address the current Covid19 situation and the safeguarding link governor will monitor accordingly

16 To receive the Committee and Link Governor reports:

1. The Admission Committee not required to meet
2. The Ethos Committee is due to meet on Wednesday
3. The Premises Sub Committee is due to meet this term
4. The Governor Development Coordinator will review virtual training offered by HfL and reminded colleagues to update their tab and undertake online training which the school subscribes to
5. The Resources Committee met on 04.05.20 and minutes circulated on GHUB and an overview provided by the Chair
6. The Governor Account balance is £35k noting the requirement of the cottage
7. The Capital Account is in a healthy position
8. The Parent Forum met on 06.03.20 and minutes circulated on GHUB. The 12.06.20 meeting may not take place due to the current situation and the agenda will be confirmed in due course e.g. wellbeing focus not hijacked by Covid 19. Thanks, were extended to the parent body during this challenging time

9. The school website has been reviewed and a provider (Blue Chilli Group) secured to design it at a cost of £1k and annual hosting and support charge of £420. The content will be migrated and staff trained accordingly
10. Confirmation was given that the website has been audited and is compliant
11. The Equality and Diversity link governor will attend training
12. The Academic Standards and Achievement Committee met and the minutes added to GHUB. The HIP report and performance data were the foci of the meeting
13. The Behaviour Policy and Homework Policy are being reviewed in line with the new academic year

17 Items on the Annual Programme of Business:

1. None

18 Any Other Business:

1. None

19 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting and time they provide to the school and thanks reiterated to the school leaders for demonstrating such strength at this difficult time
2. Colleagues agreed that the remote meeting was well facilitated and had allowed for full participation and the format had been effective
3. The next meetings will be held on: 07.09.20; 05.10.20; 08.03.21; 17.05.21 at 19.00

The meeting closed at: 20.45