

Minutes of a 'Virtual Meeting' of the Governing Body of the Federation of Kirkby Malzeard & St. Nicholas West Tanfield Church of England Primary Schools held via Video Conferencing on Thursday 30th March 2020 at 3.00p.m.

Present: Carolyn Brown (C.B.) Tracey Cole-Brownlee (T.C.B.) Gemma Pawson (G.P.), Lynda Regnier (L.R.) Andrea Spensley (A.S.) Sarah Taylor (EHT), Sarah Webster (S.W.)

In attendance: Michelle Sands-Wilkinson (Clerking Service)
 Gwen Burn (Bursar Kirkby Malzeard)
 Ann Brining (Bursar St Nicholas)
 Rebecca Wolfe (Assistant Head Teacher – Kirkby Malzeard – Observer) (7 +4)

Apologies	None.	1
Minute No.		Action

PART A

GB 63/19	<u>Welcome</u> Governors were welcomed to the Full Governing Body meeting at 3.00.p.m. S.W. led the meeting in prayer.	
GB 64/19	<u>Apologies for absence</u> None.	
GB 65/19	<u>Declarations of Interest / Determine Confidentiality</u> Governors were reminded of the importance of the rules around confidentiality.	
GB 66/19	<u>Urgent Other business</u> – None.	
GB 67/19	<u>To approve as a correct record the Minutes of the meeting of the Governing Body 11.03.2020.</u> Governors received copies of the draft public minutes of 11.03.2020. prior to the meeting for consideration. Resolved: That the minutes of the meeting held on 11.03.2020 be signed by the Chair as a correct record.	
GB 68/19	<u>Confirm date and time of next meeting</u> The next meeting date will be confirmed to Governors via email from the Chair.	Chair
GB 69/19	<u>Proposal to change current Governing Board Protocol re: Governors virtual attendance.</u> The Chair explained the protocol put in place prior to the meeting in order for the meeting to be compliant as a "virtual" FGB meeting. All Governors confirmed that they understood the protocol and had no further questions.	
GB 70/19	<u>Guidance surrounding Governance during Covid-19 & Governance priorities</u> Thanks was given by the Chair to the Coronavirus committee for their dedication to supporting the School at this time. As the situation continues to evolve the Chair also gave thanks to all the Governors for their understanding and fluidity in supporting the E.H.T. and allowing her the space and support to provide the best outcomes for Children. The GB continue to follow guidance from the DfE which advises to keep Governance to a minimum and to focus on urgent items only. The Chair invited suggestions from the GB via email of how best to continue to support the School in terms of each Governors link role whilst continuing to be mindful of the extra pressures on School staff and the Government restrictions that are currently in place.	

PART 'B' – SCHOOL IMPROVEMENT & SAFEGUARDING

GB 71/19	<u>Executive Head Teachers Verbal Update</u> The EHT gave a verbal update on the impact of the Covid-19 Crisis which covered; <u>Number of children as per Government guidelines accessing school!</u>	
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Currently St. Nicholas is closed, and Kirkby Malzeard has become the 'hub' school for the federation. There are approximately 12 Children on role under the Keyworker or Vulnerable Children status and on average there is approximately between 4 and 10 children per day at School.

The School is open between 7.30am and 4.30pm to provide as much support as possible for parents and on occasion has opened for longer to continue to offer that support.

Number of staff in school: pupil /staff ratio

The staff are working on a rota basis, staff who are shielding or who have valid concerns for safety have not formed part of that rota. There are currently 3 staff who are in isolation.

Effects on staff, pupils and parents / carers

All staff who are part of the rota are fit and well.

The School have kept in touch with all families on a weekly basis via a phone call.

School laptops have been offered to any Children who have been unable to access learning from home.

Staff have been updating the website daily. Learning has been centred around Oak Academy and BBC Bitesize.

Parents have been using Instagram (through a parent forum, not a School account) to communicate positively and share resources and ideas.

Any other issues

None.

The E.H.T. invited Governors questions

Governor Question: Nationally there is concern surrounding identified vulnerable Children, have we been able to stay in contact with all of our vulnerable families?

Answer: Yes, we are in contact with all.

Governor Question: Are parents from St. Nicholas finding that they are able to transport their Children to Kirkby Malzeard?

Answer: Yes, we have offered a bus service, however this wasn't required by parents.

There were 2 children from St. Nicholas who were using the 'hub' at Kirkby Malzeard, however currently those 2 Children are no longer requiring the service at present.

Governor Question: Are there a lot of families needing to shield at St. Nicholas?

Answer: The 'hub' is only open to Key workers and Vulnerable Children at present.

Governor Question: Are we monitoring what work the Children are doing?

Answer: Yes, we can monitor some platforms, such as Rockstar maths. We are aware that each family has different circumstances facing them and we are not putting any pressure on families at present. Once School is able to reopen, we will be putting in place a recovery program which will encompass where Children are academically whilst also assessing the impacts on their emotional health and wellbeing. Currently we do not know if there will be any support from Government but as practioners this is what we feel will be the best course of action.

Governor Question: Are we aware which Children are accessing the virtual Oak Academy?

Answer: No

Governor Question: How have you managed to maintain Social Distancing?

Answer: We are working in the Hall as it is the largest indoor space, Children have a PE Mat with their names on as a working "pod "for the day, we are playing non-contact

	<p>games whilst observing the 2-meter distancing. The Children are coping amazingly well. We have also made alterations to the Staff room to allow for Social distancing.</p> <p>Governor Question: How are the Staff coping with the current situation?</p> <p>Answer: The staff have been incredible from both Schools and have risen to the challenge. The rota works well, and we have had no issues with staff sickness. Any staff who are shielding continue to work from home. The staff have become a great support network to one another.</p> <p>Governor Question: I have heard that some Schools are reopening from June 1st, will this be the same at our Schools?</p> <p>Answer: At present we have had no communication from the LA about when Primary Schools will reopen.</p> <p>Resolved: Governors gave a special thanks to all the staff for their continued dedication to the Families and Children of both Schools.</p>	
PART 'C' – FINANCES, PREMISES & PERSONNEL		
GB 72/19	<p>Budget Monitoring & Outturn Statement & Start Budget</p> <p>The Budget Monitoring Report for both Schools was sent to Governors via email prior to the Meeting (here appended to these minutes)</p> <p>The final Outturn for both Schools was published on the day of the meeting, this will be sent out to Governors in due course and Governors agreed to approve this via email. The Bursars made Governors aware that currently the impact of Covid-19 is not being considered in respect of the Schools budgets. This is because at present no additional information has come from Government as to what allowances or additional support will be offered.</p> <p>St. Nicholas</p> <p>The School has a carry forward figure of £9055, the in-year position shows -£6700 which improves in 2021/22 to +£600 and a carry forward figure of £3000. The budget has been impacted positively by the outcome of the national funding formula and is now in a healthier position than was predicted in November 2019.</p> <p>The budget makes assumptions including:</p> <ul style="list-style-type: none"> • The redundancy payment due in August 2020 is paid by the School • The teacher pension grant continues at the current rate <p>The Bursar agreed that the budget will continue to be monitored closely and that additional pupils will have a huge positive impact on the overall budget.</p> <p>The Bursar invited questions from Governors.</p> <p>Governor Question: The start budget 20/21 includes the School covering a redundancy payment, is there a possibility that this will be paid by the LA?</p> <p>Answer: Possibly, if it is paid by the LA the School budget will improve.</p> <p>Governor Question: Can you explain if the nursery is still making payments as part of their contract?</p> <p>Answer: Yes, the nursery continues to pay, and we are anticipating they will do so until the end of their contract.</p> <p>Governor Question: The water bills are noted as increasing in the budget, however we were anticipating a reduction following work done on the leaking taps at the School, can you explain if this is correct?</p> <p>Answer: The amount used in the budget is an assumption based on last year's bill and usage. If we find that the bills are much lower a re-forecast can be done.</p> <p>Governor Question: Can you explain what the "professional services – non curriculum"</p>	Bursars – Gwen Burn & Ann Brining

	<p><i>section relates to?</i> Answer: Traded services, such as Bursars, Parent Pay, Insurances, Broadband etc.</p> <p><i>Governor Question: Are we getting the best deals for electricity and oil?</i> Answer: We are part of the LA's energy management which seeks out the best deals. We are tied in with them until 2023. We are advised on the best rate every year.</p> <p><u>Kirkby Malzeard</u> The School continues to hold a healthy position with a carry forward of £77,463 which is £19,500 more than anticipated. The Bursar invited questions from Governors.</p> <p><i>Governor Question: Why is the income showing an improvement of £15,665?</i> Answer: This is related to the pay for the previous E.H.T. and the shared cost between the two schools.</p> <p><i>Governor Question: Can you explain what the 'other income and expenses' section relates to?</i> Answer: This encompasses the midday supervisors and out of School clubs.</p> <p><i>Governor Question: The £6600 showing in the 'Premises' section, is this being used towards the Oak and Acorn classrooms?</i> Answer: Yes.</p> <p>Resolved: Governors UNANIMOUSLY agreed to proceed with approval of the out turn via email. The Governors thanked the Bursars for their valuable insight.</p>	
GB 73/19	<p><u>Capital Program</u> This is unavailable for review presently and will be reviewed when Schools reopen</p>	Clerk to Agenda
GB 74/19	<p><u>Lettings & Charges Review</u> This is unavailable for review presently and will be reviewed when Schools reopen</p>	Clerk to Agenda
GB 75/19	<p>Analysis and discussion of current financial position of both schools (G.P.) left the meeting prior to this discussion. This was covered by the Bursars under GB 72/19</p>	
GB 76/19	<p>Analysis and discussion of current viability of both schools Recorded under Confidential Minute 76/19</p>	
GB 77/19	<p>Discussion surrounding payments across both schools Recorded under Confidential Minute 77/19</p>	
GB 78/19	<p>Analysis and discussion re: possible staffing structures at both schools Recorded under Confidential Minute 78/19</p>	
GB 79/19	<p>Health and Safety Updates Covered under GB 71/19</p>	
Gb 80/19	<p>NGA Membership Governors agreed to a Standard NGA Membership at a cost of £97 which will be split equally between the 2 Schools.</p>	Chair
	PART 'D' – OTHER BUSINESS	
GB /19	<p><u>Urgent Other business</u> None</p>	
<p>There being no further business, the Chair thanked all for attending and closed the meeting at 5.38.p.m. Date and time of next meeting – The next scheduled meeting of the F.G.B. will be confirmed by the Chair.</p>		

*Note: The colour coding links to the three Core Functions for governors and evidences questioning and challenge in these areas; **GREEN** for 'setting strategic direction'; **BLUE** for 'holding the head teacher to account for educational performance'; **RED** for 'ensuring financial health, probity and value for money'*

IMPACT resulting from this G.B. Meeting

1. Reducing some pressure on the Head Teacher by appointing a business manager.
2. Considerations surrounding the mental wellbeing of our children which is vital to their learning.
3. Using our resources in the best possible way to ensure that we are able to provide the best support for both Schools.
4. Discussion and agreement of both Schools' budgets putting the interest of the Health and welfare of the Children as a priority.
5. Ensuring the finances of the Schools' are well managed and have agreed budgets that are without deficits, ensuring financial stability for the forthcoming year.
6. Governors are well informed on how the School closure continues to be managed and provision is provided for Key Workers Children.