

Minutes of an Extraordinary '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 16th July 2020 at 6.30. p.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)

(7 +1)

Apologies None.

1

Minute No.

Action

PART A - PROCEDURAL

GB 92/19	<u>Welcome</u> Governors were welcomed to the "Virtual" Full Governing Body Meeting at 6.30.p.m. The GB continue to follow guidance from the DfE which advises to keep Governance to a minimum and to focus on urgent items only during the Covid-19 Pandemic. S.W. led the meeting in prayer.	
GB 93/19	<u>Apologies for absence</u> None.	
GB 94/19	<u>Declarations of Interest / Determine Confidentiality</u> Governors were reminded of the importance of the rules around confidentiality.	
GB 95/19	<u>Urgent Other business</u> The Chair advised that there would be an additional item for discussion at the end of the meeting.	
GB 96/19	<u>To approve as a correct record the Minutes of the meeting of the Governing Body 03.06.2020.</u> Governors received copies of the draft public minutes of 03.06.2020. prior to the meeting for consideration. The draft confidential minutes will be shared at the next physical meeting and were not considered for approval at this time. Resolved: That the public minutes of the meeting held on 03.06.2020 be signed by the Chair as a correct record.	
GB 97/19	<u>Confirm date and time of next meeting</u> The next meeting date of the FGB will be held on Wednesday 16.09.2020. at 6.30. p.m. The current guidance suggests that this meeting will be held "virtually" via Zoom.	All

PART 'B' – SCHOOL IMPROVEMENT & SAFEGUARDING

GB 98/19	<p><u>Verbal Report from the Headteacher - to receive and ask questions</u> <u>Re: update on the impact of the Covid-19 Crisis:</u></p> <ul style="list-style-type: none"> • Number of children as per Government guidelines accessing school • Number of staff in school: pupil /staff ratio • Effects on staff, pupils and parents / carers • Initial plans for September reopening: all pupils returning to school • Verbal report from HT and discussion around mental health support for disadvantaged / all pupils • Verbal report from HT and discussion around mental health support for disadvantaged / all pupils <p>The Chair initially informed Governors of some minor amendments made to the Risk Assessments for the reopening of Schools in September by the E.H.T. these were made in agreement with the Chair as previously agreed at the FGB 03.06.20. and Governors were offered the opportunity to view the amended RA in full via email if required.</p> <p>The verbal report from the E.H.T. highlighted the following information</p> <ul style="list-style-type: none"> • 23 Children at SNWT are currently accessing School • 56 Children at KM are currently accessing School 	
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	<ul style="list-style-type: none"> • The “Bubbles” are presently at full capacity, additional staff will be required in the Autumn term to create or expand the “bubbles”. • The “Bubble” at SNWT will consist of 38 Children. • The “Bubbles” at KM will consist of 3 “Bubble’s” EYFS, Cedar and Palm • Disadvantaged children were invited into School as soon as School were able, to limit any potential impacts from lockdown, not all Children returned to School, but all were offered a place. • All Children have had a weekly phone call or in the event that phone contact could not be made, a socially distanced home visit was made. • Transition plans are in place for the return to School for the SEN Children • Transition plans are in place for Children identified as vulnerable academically or emotionally • A nurture timetable will be in place for September once baseline assessments have taken place. • All the Staff should be commended for their hard work throughout lockdown, extending until the end of the Summer term. • There are plans for Children to return to School at some point over the last two weeks of the Summer break to see their new classrooms and to help the transition back to School. • New School behaviour policy will be in place for September • The School will return in September with a Fulltime offering with wrap around care. <p>Questions were invited from Governors:</p> <p><i>Governor Question: What action has been undertaken to aid the Year 6 Leavers as they prepare for Secondary School?</i></p> <p>Answer: All the Year 6 Children were back in School for 3 weeks before the break for Summer. Some aspects of sex education that needed to be covered was taught during this time. The Yr6 Children had a special leavers assembly and a socially distanced sports day to mark the ending of their Primary School journey. We continue to work closely with the High Schools to aid transition.</p> <p><i>Governor Question: Have the Key Worker “Bubbles” been dissolved now?</i></p> <p>Answer: Yes, today is the last day of School and there will be no childcare provision over the Summer.</p> <p><i>Governor Question: Can you explain what is a “Disadvantaged” Child?</i></p> <p>Answer: Any Child that is entitled to Free School Meals, is academically vulnerable, has English as a second language or is emotionally vulnerable. The list is subject to change.</p> <p><i>Governor Question: Can you tell us how the nurture timetable will look?</i></p> <p>Answer: We don’t know exactly how it will look until we identify the needs presenting in the Children when they return in September, however we do know it will have a focus on physical activity, wellbeing and relationships with teachers / others.</p> <p><i>Governor Question: Do you know how many Children will return in September?</i></p> <p>Answer: Not yet, however some Children may require a phased return.</p> <p>Resolved: Governors gave thanks to the E.H.T. for her informative report.</p>	
GB 101/19	<p><u>Verbal report from HT and discussion Implementation and delivery of the new curriculum in the Autumn Term</u></p> <p>The new curriculum incorporates the vision for the Federation, it has clear aims and objectives. Implementation will begin towards the second half of the Autumn term and will be in place fully by January.</p> <p>Governors were invited to ask questions:</p>	

	<p>Governor Question: Is the plan to continue to teach a wide curriculum in the first half term once School resumes?</p> <p>Answer: We have implemented a “Covid Catch Up Plan” which will cover the missed curriculum that hasn’t been taught over the Summer Term. We have looked at the timetable closely and allocated time to each subject with additional time being attributed to the core subjects, physical education and wellbeing. The timetable is structured to allow for the extra teaching required. We have not yet been made aware of how much financial help may be given from the LA to run additional interventions. Interventions will be required to address larger gaps in knowledge. We plan to run the interventions as a targeted time with a second adult, this could be in the form of a 5-minute block or a more focused session.</p> <p>Governor Question: How soon will you know how much catch up work is needed?</p> <p>Answer: We are hoping to have a baseline in English, Maths and Phonics. Teachers will assess as they teach. Clarity will come once the Children return in September.</p> <p>Governor Question: Have you had support from the LA?</p> <p>Answer: No, however information is regularly coming out and we are hopeful that there will be clearer guidance from the LA by the end of the Summer.</p> <p>Governor Question: Do you have to do anything extra to prepare for the “Bubbles?” Eg. Physical spacing, additional cleaning etc?</p> <p>Answer: This is all covered in our Risk Assessment for reopening.</p> <p>Governor Question: From the Children that have returned to School, have you seen any signs of emotional issues with Children that were previously happy to come to School?</p> <p>Answer: Our children have shown great resilience and independence. The Children will find differences when they return for the Autumn term, but we are confident they will settle. From an academic perspective, the parents have been amazing as home educators, we anticipate there may be issues surrounding stamina, Children will find it harder to be in School for full days. We will be working with Children to build their stamina and independence which will feed into our new behaviour policy.</p> <p>Resolved: Governors thanked the E.H.T. for the work put into the new curriculum and the catch-up plans for September onwards.</p>	
<p>GB 102/19</p>	<p>Questions and priorities arising from:</p> <ul style="list-style-type: none"> - <u>Standards Monitoring Report</u> - <u>ISDR</u> - <u>in year progress data</u> <p><u>(to feed into the initial plans for SDP 2020/2021)</u></p> <p>The Standards, Data and ISDR was viewed by the Link Governors (S.W.) (Chair) and (L.R.). Due to the current situation the data was different this year and could not be assessed by Governors as it normally would have been at this point in the year. The E.H.T. gave additional information on a negative trend at SNWT as children transit from key stage 1 to key stage 2. The issues have been identified and plans will be put in place to rectify, this will be monitored by Governors and staff over the next year. There is no negative trend from KS 1 - 2 at KM</p> <p>Governor Question: There appears to be a difference between boys and girls, is there a plan to close the gap?</p> <p>Answer: Yes, this is on the SDP, one example of how we are doing this includes looking at the quality of the texts we are using and changing them to be more engaging for both boys and girls.</p> <p>Governor Question: Looking at the SEN data, are Children making progress against</p>	

	<p><i>their individual targets?</i></p> <p>Answer: The expectation is that all SEN children make good progress and achieve age expected. The SENCo will meet with the English and Maths leaders in the Autumn term to hold them to account for educational purposes. More rigorous tracking is required.</p> <p>Governor Question: <i>How are you anticipating the data to be altered when the Children return?</i></p> <p>Answer: At present we do not know how the data figures will alter following the closure of Schools. Children have varied in their engagement with home learning. We hope to have a clearer picture in October once we have had time to assess our Children. We will be looking to consult with Parents in October and may ask for continued parent and Child engagement at home to complement the catch-up plans.</p> <p>Governor Question: <i>Do you anticipate there will be more homework?</i></p> <p>Answer: Yes.</p> <p>Resolved: Governors gave thanks to the Standards Link Governors for their work surrounding data and standards.</p>	
GB 103/19	<p><u>Review of SDP priorities</u></p> <p>Governors were sent a copy of the SDP prior to the meeting.</p> <p>The Chair highlighted that it would be useful to have the plan colour coded to the Governor link areas. It was agreed that this will be actioned in the Autumn term.</p> <p>The E.H.T. explained that there have been delays in completing the plan due to the current situation and highlighted the importance of Governors input to the plan over the 3-year period.</p> <p>Resolved: It was agreed that the Chair will speak further with the GB over the Summer break in readiness for Governor contributions to the plan in the Autumn term. Thanks, was given to the E.H.T. for the actions already achieved and the work that has gone into compiling such a detailed plan.</p>	
GB 104/19	<p><u>Arrangements for the Annual Governance Statement</u></p> <p>Governors discussed the arrangements for the completion and were advised to look to the NGA and the LA for guidance.</p> <p>Resolved: It was agreed that this will be completed by (L.R.) and (A.S.) with support from (C.B.)</p>	
GB 105/19	<p><u>Arrangements for the completion of the Annual Safeguarding report to Governors</u></p> <p>This is completed by the E.H.T. and Governors are responsible for checking for evidence of action, with the current situation prohibiting Governors in School this will be completed in the Autumn term.</p>	Clerk to Agenda
GB 106/19	<p><u>Policy Review</u></p> <ul style="list-style-type: none"> • Recruitment and Selection Policy • Complaints Policy • SEND Policy Kirkby Malzeard • SEND Policy St Nicholas • Addendum to CPP <p>Resolved: The policies were UNANIMOUSLY AGREED by Governors for approval with some minor additions or amendments (here appended to these minutes)</p>	
PART 'C' – FINANCE		
GB 107/19	<p><u>To discuss and agree online banking for both schools</u></p> <p>The E.H.T. highlighted to Governors the current banking process which involves the use of Cheques and requested that the School transition to online banking to save time.</p> <p>Governor Question: <i>Can you confirm that only authorised personnel will have access to the online banking information?</i></p>	

	Answer: Yes Resolved: Governors UNANIMOUSLY approved to Online Banking for both Schools.	
GB 108/19	Update on capital funding claw back at KM The School requires a new fire alarm and oil tank, this work has been approved by the LA, however this has resulted in a claw back of £5,000 from Capital Funding to contribute to the cost of this. In consideration of this the plans for the EYFS outside area have been put on hold. This will be revisited in the Autumn term after discussions with the Bursar and as a result of the delay in the project new quotes will need to be obtained. G.P. left the meeting at 19.45. p.m.	
GB 109/19	Update on staffing agreed at start budget This is discussed under Confidential Minute 109/19	
PART 'D' – OTHER BUSINESS		
GB 110/19	Urgent Other business The Chair offered thanks on behalf of the FGB to the E.H.T. for her first year at the School. Whilst it is acknowledged that all Schools have faced significant challenges due to the global pandemic, the clarity of vision and strategic direction from the E.H.T. has proven outstanding. Both Schools continue to develop and push forward despite the situation whilst always maintaining and upholding their vision. The Chair highlighted awareness of the additional pressures that have been on the E.H.T. in more recent weeks and how it is the GB's role to support and protect the mental health of staff as they are faced with challenging situations. This will be discussed further in the Autumn term. The Chair finished by giving thanks to the Staff, the GB and the Clerk for their continued support and efforts over the past year and wished everyone a lovely Summer break.	
There being no further business, the Chair thanked all for attending and closed the meeting at 8.53.p.m.		
Date and time of next meeting – The next scheduled meeting of the F.G.B. will be on Wednesday 16 th September 2020 at 6.30.p.m.		

*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.
- 2.

Actions resulting from this meeting

1. Online Banking to be set up for both Schools.
2. Arrangements for the completion of the annual Governors statement have been put in place.
3. The FGB will monitor standards closely over the next year to ascertain if issues identified in the transition from KS1 to KS2 improve following the implementation of plans under the directive of the E.H.T.
4. The FGB will monitor standards for SEN Children to ensure that progress is being made against their individual targets.
5. Governors will provide input to the SDP in the Autumn term.