

**Leavening Community Primary School**  
**A VIRTUAL meeting of the Full Governing Body Meeting was held on**  
**23rd September 2020 at 5pm**

**DRAFT Minutes**

<b>Present</b>	James Robinson (JR) Neil Audsley (NA) Louise Callaghan (HT) David Sharpe (DS) Louise Tolhurst (LT)	Chair - Parent Governor Co-opted Governor (from item 10) Head Teacher Parent Governor Co-opted Governor
<b>In attendance</b>	Laura Waites (LW)	NYCC Clerk
<b>Apologies</b>	Susie Kemp (SK) David Griffin (DG)	Co-opted Governor Co-opted Governor
<b>Vacancies</b>	2	LA Governor Staff Governor

<b>No</b>	<b>Item/Details</b>	<b>Action</b>
1.0920	<b>Welcome and appointment of Chair and Vice Chair</b> LW opened the virtual meeting on Zoom. The GB voted unanimously that JR be appointed to the position of Chair and NA be appointed as Vice Chair.  JR welcomed LC as interim HT whilst SM is absent. JR advised on SM's absence and noted Governors are welcome to send messages to her.	
2.0920	<b>Apologies</b> DG and SK; consented.	
3.0920	<b>Declaration of interests, pecuniary or non-pecuniary.</b> None	
4.0920	<b>Determine any confidential items (not for publication)</b> Highlight as required.	
5.0920	<b>Notification of urgent other business</b> None	
6.0920	<b>Approve the minutes of the meeting held in July 2020</b> Approved with no comments.	
7.0920	<b>Matters arising</b> None raised.	
8.0920	<b>Standing orders, Code of conduct and registers of interest, gifts and hospitality</b> LW to circulate the business interest registers for completion by governors. The GB approved the Standing Orders and code of conduct. The gifts and hospitality register and procedure was noted.	LW
9.0920	<b>COVID-19 Update</b> HT gave an update on COVID-19 return to school arrangements. A whole school risk assessment was done for the first term. There is a rigorous cleaning schedule in school – each classroom has cleaning kit. Three staff are self-isolating – 1 with symptoms, 2 with members of household with symptoms. They can't return until symptom free and household also symptom free and are awaiting test results. Staff who have been struggling to arrange tests have been supported with tests allocated to the school. <b>Q What is the length of time they need to isolate?</b> A 10 days from symptoms. Other schools are having the same problems; as soon as anyone has symptoms, it affects a whole household. This is impacting on staffing and the school is very dependent on test results coming back quickly. Governors noted it was good use of the testing packs to support staff. <b>Q How long is it to get them from ordering ?</b> A Once a delivery of 10 has been made, can't reorder for 21 days. With the current rate of use, the school will reorder every 21 days.	

No	Item/Details	Action
	<p>Attendance is 92% and this may dip to 80% with the rate of instances of suspected cases.</p> <p><b>Q Do catch up resources need to be considered</b>  A Yes, HT has circulated a policy which is done in accordance with government guidance including guidance for parents. Schools are getting additional funding which allows for 8 hours of support and interventions for catch up.</p> <p><b>Q Where would the school get staff from to deliver the 8 hours?</b>  A Will look at existing staff first and ask for expressions of interest by the end of the week. If no interest, could add the 8 hours to the 6 hour nursery post the school needs to recruit to.</p> <p><b>Q Would they be a qualified teacher?</b>  A Funding would only pay for 2 hours of support if use a qualified teacher, if a TA is used, the school will get more value for money. It is an option for a teacher to be used but the school would run out of money more quickly. Another option is to buy into a national tutoring programme – funding would pay for approx. 3 hours for each child. It was noted that the government is recruiting widely for the scheme and it will not necessarily be qualified teachers who deliver it. Governors discussed the approach and agreed that to get a school related TAs would be the best option and enable the school to make sure the right person is appointed.</p> <p><b>Q Is there confusion in the guidance that if you have passed a test you could come back, but what if you still have symptoms?</b>  A An email has been sent out clarifying the position – even if tested negative, don't return until you feel well and are symptom free. This is the same position for staff as well as pupils.</p>	
10.0920	<p><b>Governing Body Update</b>  It was agreed that SK transfer to the vacant staff governor position, which leaves a vacant co-opted governor position as well as the LA governor position.  JR has been looking at potential candidates to join the GB and reported there may be someone interested, who has experience of other GB roles and may initially consider being an associate governor. JR is to them invited to the next meeting.</p> <p>JR is the safeguarding governor. SEN link governor position – an email is to be sent out to governors for expressions of interest. The GB will consider other link governor roles at the next meeting.</p> <p>HT noted, until there is a substantive teacher in KS2, there is no-one to work alongside the curriculum lead governors.</p> <p><b>Q Do we need to accelerate the recruitment to that post?</b>  A HT Would like to get on with the recruitment of teacher. It was agreed to go ahead. DS to do safer recruitment training so on hand to be involved in the process. HT to let DS know course details.</p> <p>HT will take over curriculum planning for the time being until know who in post longer term. DS noted the GB has a collaborative approach in place for governor monitoring and visits and would like to have informal chats with teachers to find out how the school is doing and proposed setting up a group on MS TEAMS for himself and LT to hold group chats with the relevant teachers on subjects. DS noted Ofsted did raise concern with curriculum planning. Important to show this area has continued being developed during the lockdown and beyond.  HT suggested DS and LT join a staff curriculum planning meeting and it was agreed that they attend a staff session to explore the approach in more detail regarding how the ability of the GB to monitor etc. can be a focus. The Tracking and Curriculum committee hasn't met due to COVID-19 and arrangements need to be reviewed.</p>	<p>JR</p> <p>HT/ DS</p>

No	Item/Details	Action
	<p>NA joined the meeting.</p> <p><b>Q How are the staff. Was quite a bit of fear last term, are they coping now?</b>  A No one seems anxious, implemented clear schedules, expectations are clear, limiting people in public spaces and rooms. All doing their part.</p> <p>Parents evening is an issue – few schools are holding physical sessions so will need to look at how we do this via virtual options. E.g. could do the written report and optional virtual session. It was agreed that the school needs to look at what is easiest for the school; best to limit people coming into school. HT to look at format and put out details for GB comments.</p>	HT
10.0920	<p><b>School Development Priorities 2020-21</b>  HT covered the development and improvement plans. A lot of work was put on hold due to COVID-19. HT is focussing on the current development plan.  The rapid improvement plans have been put on hold due to SM’s illness. HT will reassess arrangements once she has had the opportunity to produce a revised plan</p> <p><b>Q What should be done as the first priority?</b>  A The current school development plan is a priority in terms of reviewing what has been done and what the school still needs to work on.</p>	
11.0920	<p><b>Governor priorities and visits</b>  Agree governor visits and update on priorities – covered in item 9</p>	
12.0920	<p><b>Self-Evaluation Update</b>  HT is reviewing the position.</p>	
13.0920	<p><b>Head Teacher’s Report</b>  HT went through the pre circulated report and covered the main points. HT is a specialist for the hub for phonics work and has identified work to do on practice in this area which staff are on board with. Governors acknowledged that this has been recognised as an area of concern and that HT is putting steps in place to address it.</p> <p>HT noted a number of other areas of focus following her assessments, which are outlined in the HT report. In EYFS, there are some areas relating to premises to be addressed for COVID-19 reasons. Training &amp; development is to be done with nursery staff and there is an opportunity for the nursery leader to visit other nursery settings to see how to map classrooms and spaces out.</p> <p>The GB agreed there was a need to review all key actions and map out the priorities as the HT and the school can’t do everything at once. After 2-3 weeks in school, HT would like to spend more time assessing priorities and will bring plans to the next meeting.</p> <p>HT reported staff and children are responding well to the return to school and coping very well.</p> <p>HT noted that the governor led nursery needs more development. The admission policy and procedure needs to be agreed.</p> <p><b>Q Is this something that should concern us?</b>  A Sometimes governor led nurseries can set their own admission policy. It was noted that the policy that was originally outlined during the nursery set-up was adopted.</p> <p><b>Q On the curriculum development, have you worked out how far we got last year in producing the long term plans – are they there to use ?</b>  A They were developed in terms of topics and focus for subjects, but the actual detail needs to be worked on half termly. So the overall topic plan is there it just needs the details. The medium term and short term plans are to be developed. The school will develop these this term once formative assessment with the children has been done to assess if they are able to cope with the topic plans.</p>	

No	Item/Details	Action
	<p>HT will be closely tracking how the children are doing on the topic plans. DS and LT will be able to see the development of this first hand at the staffing meetings they are to attend and HT is happy to share some of the plans for further thoughts.</p> <p><b>Q How can you manage the CPD of the staff particularly in the nursery?</b> HT will do coaching and hold a weekly meeting with staff to identify the next steps and any courses needed e.g. there is a course at local college that a staff member is being proactive in enrolling on</p> <p><b>Q Are you confident they will be able to get the skills and experience</b> A There are learning the role, HT happy to give more support Governors acknowledged that it was good to have the opportunity for this mentoring and support to happen and look forward to hearing at the next FGB how this is progressing.</p>	
14.0920	<p><b>Policies and Procedures</b> The remote learning policy has been shared and the GB discussed how this was working in practice. It was noted that the guidance document is very good.</p> <p>Governors noted, so far there has been nothing but positive feedback and they are impressed with the HT's start with the school.</p>	
15.0920	<p><b>Safeguarding</b> JR is the safeguarding link governor. There are no issues that HT is aware of apart from one area that needed to be secured.</p> <p>JR left the meeting at this point and NA took over the Chair.</p>	
16.0920	<p><b>Premises Health and Safety Update</b> HT reported that H&amp;S advisors are visiting on Monday to ensure everything is in place.</p> <p>NA has met with the H&amp;S NYCC rep regarding the septic tank – it is no longer sufficient for the new environmental requirements and will need to be replaced. It will likely be NYCC responsibility to fund as the school could not afford the replacement. There is no timeframe for this and it will likely be in the next 5 years. NA is waiting for confirmation on funding and timescales.</p> <p>The roof has been assessed and the schools will need to deal with clearing the gutters. NA / LT will manage arrangements to check the single storey ones and assess the others and see what needs to be done.</p> <p>The H&amp;S Inspection last year found at the back of school there was no means to stop children getting out following the removal of a shed and there is some area of no fencing e.g. back of nursery which also needs to be addressed.</p>	
17.0920	<p><b>Budget</b> <b>Q has Bursar being in?</b> A HT has had a virtual meeting. Will circulate some info once received. Not aware of concerns. There will be additional staffing costs due to the HT situation, staffing levels to be COVID-19 safe etc. Cleaning costs will be also be higher. Catering costs are an issue – there are taxi costs on top of the delivery. The school should see costs come down in the next terms. The position will need to be reviewed at the next meeting.</p>	
18.0920	<p><b>Correspondence</b> NA advised that a parent in village has acquired trees from the Woodland Trust which are due to be delivered in November and asked if the school could use any? NA to speak to HT about it. JR and HT have received a governance review action plan from the review done in March by Lindsay Miller. It was agreed to look at actions at the next FGB as there is quite a detailed action plan to go through. HT will circulate the 2 documents referred to for discussion prior to the next meeting.</p>	<p>NA</p> <p>HT</p>

No	Item/Details	Action
19.0920	<b>AOB</b> None	
20.0920	<b>How has this meeting impacted on the welfare and progress of our pupils?</b> Children have returned to school and feel settled after a positive return. Agreed that a staff curriculum meeting be attended by governors to review curriculum plans Health & safety and premises concerns to be addressed to ensure safeguarding of the pupils Impact of HT and smooth transition from last term to this term – handover with LP and LC has gone very well and the GB thanked HT for the impact she is making. Governors are impressed that HT has been able to identify and start to address issues so quickly The GB welcomes HT's special areas of experience and skills that she will bring to benefit the school	
21.0920	<b>Date of next meeting</b> LW to speak to JR and HT and circulate proposed dates for rest of the year	LW

Signed

Dated