

Leavening Community Primary School

A VIRTUAL meeting of the Full Governing Body Meeting was held on

24th June 2020 at 5pm

Minutes

Present	Neil Audsley (NA) Sian Mitchell (SM) David Griffin (DG) David Sharpe (DS) Louise Tolhurst (LT) Susie Kemp (SK)	Vice Chair - Co-opted Governor Head Co-opted Governor Co-opted Governor Parent Governor Co-opted Governor
In attendance	Laura Waites (LW)	NYCC Clerk
Apologies	Louise Peers (LP) James Robinson (JR)	Staff Governor Chair - Parent Governor
Vacancies	1	LA Governor

No	Item/Details	Action
1.0620	Welcome and apologies NA opened the virtual meeting on Zoom due to apologies from JR. Apologies also from LP.	
2.0620	Declaration of interests, pecuniary or non-pecuniary. None	
3.0620	Determine any confidential items (not for publication) None	
4.0620	Notification of urgent other business None	
5.0620	Approve the minutes of the meeting held in May 2020 Approved with no comments.	
6.0620	Matters arising None raised.	
7.0620	Report from the Headteacher SM referred to the detailed update that had been circulated this week to all governors which gave an updated on the following: SM said report covered the guidance from DFE regarding what the report covered. SM asked governors for any questions on the report Q: How are you keeping bubbles apart? A: Bubble 1 – rec time/outside time – back playground. Staff take break, eat lunch inside. Bubble 2 – different name/area outside and ensure they don't cross over Q: What's happening with children at home, not engaging with materials? A: Some engage with the majority of it fine, some not engaging/sending work back – do a quick phone call to the parents to discuss the situation and keep on top of it. Most working flexibly. Q: Are you concerned re how far behind any year groups are? A: Children back so far – haven't seen any issues in their learning. Early years seem to be doing well. Q: Research said only half pupils engaging so we are better than that. Also many not following a curriculum and we are. Should we hold T+C committee before end term to ensure we know how school is doing? A: We did input data April, that is what we are referencing in end of year	

No	Item/Details	Action
	<p>assessment.</p> <p>Q: Unreasonable to expect full report, will do a summary position to get a feel for where we are</p> <p>A: Agreed meeting Tuesday 14th July 6PM for the CTC</p> <p>Q: What contact/feedback have you had from the LA?</p> <p>A: Not much contact. Have sent in data that was required. Have used template policies/risk assessment. Not heard anything re school improvement area. No one has been proactive in contacting the school.</p> <p>SM did contact LA re opening to all year groups – guidance was to try and get as many pupils back as you can. Not heard anything back.</p> <p>Q: Will staff have long enough to prepare?</p> <p>A: Yes</p> <p>Q: Will they be able to discuss all the work the school has done during lockdown?</p> <p>A: Yes. Plus the SDP and action plans can be discussed</p> <p>LP joined the meeting at this point</p> <p>Q: How are staff feeling about having more children in school?</p> <p>A: It has been hard during lockdown to manage the emotional wellbeing – it is part of the job and SM has tried to reassure people. Some staff with children have needed to balance the demands of the job. One member of staff needed to be considered re their circumstances. Some contracts due to end have been extended until Christmas (checked with Bursar that the budget for this is in place) rather than deal with virtual recruitment</p> <p>NA – All your efforts are much appreciated; these are difficult times – good that the majority can adapt and change. Good to see the comments from parents in the HT report.</p> <p>Q: How is wellbeing given the issues you are dealing with and can the GB do anything to help?</p> <p>A: Have sought advice from HR. The work has been relentless, but getting through it. Since been back SM was able to get caught up with everything. As leaders SM+LP have worked together closely and have gone above and beyond for the staff. LP noted SM is very accommodating to the staff and this is not always appreciated.</p> <p>The GB noted that SM and LP always lead by example.</p>	
8.0620	<p>Business critical decisions</p> <p>Policies – SM sent out a revised child protection policy based on NYCC guidance.</p> <p>Q: Have we any vulnerable children?</p> <p>A: 2 with EHCP. 1 is in school flexibly. 1 is at home and spoken to parents; no issues. 1 FSM is receiving vouchers, spoken to parents. 1 other known of. Keeping in touch regularly. Any technically classed as vulnerable or who we feel are vulnerable are kept under review. 1 child (that is in school) is under CP S-G review.</p> <p>Q: Will the child on FSM get vouchers over summer?</p> <p>A: Yes.</p> <p>Nothing yet on catch-up programmes/or who needs C-P programmes.</p> <p>Q: Why daily attendance figures? What is the purpose?</p> <p>A: It is to track every pupil in the schools in the country</p> <p>Governors noted this is a lot of work.</p>	
9.0620	<p>Recruitment</p> <p>Oak tree cover – The long term plan is to advertise for next September and in the interim have looked at agency cover.</p> <p>Criteria is experience of mixed year classes. Have reviewed a number of CVs. Set a couple of tasks – e.g. plan series of lessons on resilience; presentation on school curriculum. Have selected someone with good experience to join us in September for fixed period for year. Will come to site half and do some Zoom meetings to get up to speed</p> <p>For HM's post there is a lot of interest.</p> <p>Q: Could the interim apply for full-term job?</p> <p>A: yes.</p>	

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10.0620	<p>Budget Looking at decision on school meals/catering. SK has looked at alternatives and went through the information in detail including likely savings. Hoped to move to the new arrangement with Norton in September however need to ensure follow procurement process for quotes which may cause a delay. Also need to check the HR matter of changing from a cook position to a kitchen assistant position with the LA.</p>	
11.0620	<p>Staff and pupil wellbeing SM went through how many children have been back to school and notes it is parental choice whether they return. No main worries with the children – they are very resilient and adaptable. The children have settled in very quickly, are washing hands and trying to stay distant. SM said the school received positive feedback after day 1 from parents. Q: Are the 2 bubbles evenly split? A: Yes, 13 in 1 and 11 in the other. Q: If there is a rush on children coming back could we accommodate them all? A: Have asked parents to give 1 week notice. Nursery – not been as daunting for them as thought. For transition have started some in reception class. Q: How do we compare with other schools? A: No other school has opened to all pupils like this school. Has been positive attitude in local press. Have been doing a bit of outside learning which is helping. Parents have been grateful and acknowledged flexibility of the school. SM noted have ensured doing it all safely</p> <p>Governors noted that all staff should be congratulated on their excellent work.</p> <p>The school is doing a pizza/ice cream party and presentation for Y6s and carrying this out safely and have a traditional leaver’s event planned. Also will be saying goodbye to Louise and Hannah – SM to send out some details about that.</p> <p>NA on behalf of governors said appreciate and thanks to LP and wished her luck in future career, congratulated her in her new role.</p>	
12.0620	<p>AOB LW covered the main changes to the Instrument of Governance (IOG) for the GB. It has reduced from 4 to 2 parent governor positions It was agreed by the GB that SK to a co-opted position. This will resolve the issue with the number of long term vacancies. There is now 1 x LA governor vacancy</p>	
13.0620	<p>How has this meeting impacted on the welfare and progress of our pupils? Children’s wellbeing for September 2020 return is being well planned for</p>	
14.0620	<p>Date of next meeting Next meeting 14th July - CTC. Next FGB 23rd September, Wednesday 5pm</p>	

Signed

Dated