

BROADSTONE HALL PRIMARY SCHOOL GOVERNING BOARD MINUTES

AUTUMN TERM 2020

Date: 11th November
Time: 6:15pm
Venue: Video Conference

GOVERNORS PRESENT

Mrs L Thomas (Chair), Mr S Langley (Headteacher), Ms F Bond, Mrs N Clifford, Mrs H Drury, Mr M Glynn, Ms S Newsam, Mrs C Norton, Ms J Rogers, Mr P Ressel, Mrs C Fullalove.

IN ATTENDANCE

Mrs S Camacho Governor Support Officer
Mr A Bagguley Acting Deputy Headteacher

Clerk **OPENING THE MEETING AND ELECTION OF CHAIR**

Election of Chair

It was noted that Mrs L Thomas had declared an interest in the position of Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

Governors duly voted and approved the appointment of Mrs L Thomas as Chairperson.

Mrs L Thomas in the chair.

1. **WELCOME AND APOLOGIES**

Governors were welcomed to the meeting by the Chair. Apologies for absence were received from Cllr D Sedgwick and accepted by the governing board. Mrs L Sinnott was not in attendance.

2. **LENGTH OF TERM OF OFFICE**

Governors duly AGREED a continuation of the current arrangements. Terms of office will be for one year, with the Chair and Vice Chair remaining in office until the date of the autumn term meeting 2021.

3. **ELECTION OF VICE CHAIR**

It was noted that Mrs H Drury had declared an interest in the position of Vice-Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

Governors duly voted and approved the appointment of Mrs H Drury as Vice Chairperson.

4. **DECLARATION OF INTERESTS**

a) **Declaration of Business Interests**

Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made:

- Mrs H Drury works in a local secondary school
- Mrs C Fullalove works at a local primary school
- Mr D Underwood manages the afterschool sports clubs at school. .

Governors were reminded that they should declare any interest which arose during the meeting.

b) Business Interest Form

Copies of the Business Interest form 2020-21 had been circulated prior to the meeting. Governors were requested to complete and sign the form electronically and return it to school for upload to the website.

c) DBS Checks and Section 128 Checks

The Headteacher confirmed that DBS checks were in place for all governors and that Section 128 checks have been carried out.

5. CHAIR'S ACTION

The Chair explained that, due to the implications of Covid-19, the following Chair's Action had been taken:

- Approval of the additional INSET date in September
- Approval of the risk assessment for the return to school in September

Governors had been updated on these decisions on Governor Hub and been sent a copy of the updated risk assessment. These actions were noted by the board.

6. HEADTEACHER'S TERMLY REPORT

The Headteacher's Report, Covid catch up action plan and reconnecting meeting report had been circulated to the governors prior to the meeting and questions were invited.

Governors were referred to the section of the Headteacher's report which referred to the admissions PAN. The Headteacher reminded governors of previous discussions with admissions in July, when they had advised that there were 73 offers. Staff contacted all those parents to ascertain their plans. The Headteacher was advised by the SIA to keep places open for appeals, however the final admission numbers were 64. This had resulted in the school being virtually a class down, operating 5 classes of 24 pupils; this was not a viable option going forward. Projections for the next few years anticipated that pupil numbers were to decrease. The Headteacher proposed that the school PAN was reviewed. A governor commented that an increase in PAN for other local schools may have had an impact. A consultation process had recently opened for those schools. **Who is the new manager of admissions? Katie Twigg. Does the board need to write to her?** This was confirmed. Mrs Drury offered to draft a letter on behalf of the governing board to admissions regarding the possibility of reducing the school PAN. **ACTION**

How is wellbeing? The Headteacher referred governors to the relevant section in his report and pointed out that a green room had been provided for staff. An additional SEN support had been introduced in KS1 and lower KS2. Prior to lockdown there had been a focus on introducing wellbeing activities for staff independent from work life. This week seventeen staff and eighty four children had been sent home to self-isolate. Staff were having to support and this had been difficult. The meeting went on to discuss the pandemic and the resulting different reactions.

As there has been a lot of children and staff sent home, what is the safe working model? The Headteacher considered this and pointed out the areas which required cover were class teaching, office and lunchtimes. **What is the minimum safe number?** The Headteacher calculated that this would be 40 staff members, although this would also be dependent on the school meals provider and their response. The risk assessment had been updated with a reduced staff capacity.

Has the risk assessment been reviewed and what about staff who are isolating or shielding? The Headteacher explained that the advice for those who had previously been

told to shield had recently changed and only one member of staff had received a letter from their doctor.

In regards to funds, how is the school paying for staff with Covid or shielding? The Headteacher said this was being managed with the usual sickness absence procedures. Advice had been sought from the LA and they had said this was for individual schools to decide. There were cases of staff were being sent home because their child had to isolate and there was no one else to look after them, the LA had been contacted for clarification and financial support. In this situation staff would be unable to work from home.

Are you getting to a point where you are concerned? The Headteacher felt that the school had been fortunate in the first half term there had been no cases. There was also an issue with staff being able to access tests. **Are the unions getting involved?** There had not been any to date. **Has there been any consultations?** No.

To ensure continuity of staff, has teaching practice been changed? The Headteacher confirmed numbers of staff was limited in shared areas at any given time and staff were using social distancing. **Are staff willing to use teams meetings?** The Headteacher confirmed this was being used.

In the Headteacher's report and the other reports, there are different summaries of the use of catch up funding, what was the strategy for catch up funding? At Steering a whole school approach was mentioned, in the reports it states years 2, 4 and 6, in another report the SIA says catch up funds were for disadvantaged pupils, please could the plans be summed up? The Headteacher explained that years 2, 5 and 6 had been identified because from the data they had the largest drop in attainment. Plans for the use of the catch up funding was based on the gap analysis from September. There were two approaches, one was to implement additional staffing time to assist pupils and the other approach was to support with resources. The Deputy Headteacher had identified eleven areas, year 6 pupils would receive support, but this was funded differently which meant the catch up funding didn't need to be used for that year group. The remainder year groups would receive resource based assistance. The Acting Deputy Headteacher added that EYFS was already well staffed. A national teaching programme for disadvantaged children in year 5, which was heavily subsidised from government had since been introduced. There were additional resources for years 5 and 6 in the SATS companion for those who were isolating.

When a whole cohort goes home could an online once a week virtual meeting be introduced, alongside purple mash, for the wellbeing of pupils? The Headteacher agreed to consider this. **ACTION**

Has a survey been done to see what equipment pupils have at home? The Acting Deputy Headteacher confirmed parents were asked this at each parents evening. Paper packs had been offered to families who didn't have access to the internet. The Headteacher added that a number of IPADS had been loaned out. It was agreed a parent survey would be revisited. **ACTION**

What is the safeguarding situation if teachers are giving live lessons from home? A governor shared their experience of providing live lessons and stated that a policy for this was required. Lessons had also been recorded, which pupils could access when they were able to access a device. The governor agreed to share their policy with the Headteacher. The Headteacher undertook to review this and ascertain the advice from the LA on live lessons and the use of Zoom and confidentiality. **ACTION**

7. BOARD DEVELOPMENT

a) Governing Board Development Plan

b) End of Term of Office

There were none this term.

c) Consideration of Vacancies

There were none.

d) Induction, Training and Succession Planning

Mrs L Thomas and Ms F Bond were due to attend safer recruitment training.

Mrs Thomas highlighted that her parent governor post was due to end in March 2022 and felt that the board should consider succession planning for the role of Chair prior to Autumn 2021. **ACTION**

It was noted that the board was at capacity, which made contingency planning more difficult.

A governor highlighted that the board was not very diverse and suggested the board should consider if it was representative of the school community. **Is an equality assessment impact assessment completed on boards?** The Clerk offered to raise this with governor services. **Can the numbers on the board be increased to make it more diverse?** This was an option. **ACTION**

Is there a link governors for EYFS? Ms Davis volunteered.

e) Stockport Governor Conference

The 2020 GOVAS conference was postponed due to Covid-19. A date for the 2021 conference will be circulated in due course.

8. BUSINESS

a) Committee Structure and Membership, Appointment of Linked Governors, Review of Committee Remits

Governors discussed and reviewed committee structure and membership, and link governors as per Appendix 1.

Updated model committee remits had been circulated prior to the meeting; these were AGREED by the governing board.

b) Policy List

Governors considered the updated Policy List and the review date cycle.

c) Review of revised Governor Code of Conduct

Governors were referred to the previously circulated document and considered the proposed amendments. The Governing Board Code of Conduct 2020-21 was duly adopted.

d) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on **17th June 2020**, copies circulated previously, be approved and signed by the Chair and authorised for publication.

e) Action Points from Previous Meeting

The actions from the summer term minutes were reviewed as follows:

ACTION	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	Provide a paper copy of the minutes for the Chair's signature.	Clerk	Ongoing.
2	Committee to consider the school response to the return of all pupils and how they would be supported to ensure progress	Curriculum committee	
3	Identify a date for a staff and governors meeting	Headteacher	
4	Consider committee membership	FGB	Completed.
5	Governors to be invited to the next One Voice conversation meeting.	HT	
6	Headteacher to speak to Tanya Cross about drugs policy (during visit to speak to staff).	HT	
7	Early Years teacher to be invited to talk to governors at a FGB meeting (focus upon answers to questions in autumn 19 briefing papers)	HT	
8	Review anti bullying policy.	FGB	Completed.
9	Clarify how many of the early years PP pupils were in school.	DHT	It was noted this action had been time specific.
10	HR SLA to be shared and reviewed.	HT/CN	This was deferred to the next term. ACTION
11	Governors to check their current GovernorHub details and update where necessary.	Governors	Ongoing
12	Send up to date information through to the School Business Manager for submission to Get Information About Schools (GIAS).	Clerk	Completed.
13	A letter of thanks to be sent to staff from the governing board.	COG	Completed.
14	Raise with governor services about governor updates throughout lockdown.	Clerk	This had been raised. Chairs and Headteachers had been receiving daily updates.
15	<p>ACTIONS for resources committee:</p> <ul style="list-style-type: none"> • Liaise with parents at an earlier stage to gain commitment to Robinwood to ensure there was less uncertainty on numbers. • Consider pupil numbers long term and the impact on the budget 	Resources	Ongoing- see matters arising

Matters arising

Is Attendance really good at school? The Headteacher confirmed attendance was at 96% with Covid absences removed. **Does Covid related absence not count?** This was confirmed.

Has it been confirmed that the Robinwood trip is not going ahead? The Headteacher confirmed the trip had been cancelled, parents were going to be informed and an alternative was being considered. A refund from the previous trip was still outstanding. **Have you contacted SMBC about this?** This was being arranged.

f) Committee Minutes

The minutes of the Resources committee meeting held on **21st October 2020**, were noted by the governing board.

Matters arisingCurriculum and Standards committee

The Chair of Curriculum explained that the Committee had considered catch up funding and how parents would be informed of their child's progress and gaps in learning. Parents were to be informed at their parents evening appointment, but was there a possibility that this was clarified perhaps in writing. **Is this an operational issue which would cause more admin for staff?** It was agreed this would be a decision for the Senior Leadership Team.

Resources Committee

The Chair shared a message from the chair of committee; at their recent meeting the committee had considered the cost of Covid, Robin wood refund and the reduction in pupil numbers. There had been no concerns raised. Processes for recruitment had been updated since last year. **If the school need to get staff quickly, is there something in the council where the school can get staffing in a shorter turn around given the current situation?** The Headteacher was not aware of any change to the recruitment process there was no expedited process, recruitment usually lasted four weeks.

What about safer staffing, may the school close if there is no supply? The Headteacher reassured governors that he would seek advice from the LA in that scenario and would be able to arrange supply cover if required.

What is the business continuity plan? There were arrangements with a local supply agency, there wasn't a faster route for DBS. **Is it something that could be explored?** The Headteacher reported that part time staff had been given additional hours as a first contingency, as they were already in the school system. Further advice on contingency would be explored with the LA. **ACTION**

g) Policies

Governors considered and APPROVED the following policies which had been circulated prior to the meeting:

- Appraisal Policy
- Complaints Policy and procedure
- Safeguarding Policy
- Data Protection Policy
- Anti-bullying Policy- **in response to a query about the definition of bullying**, the Headteacher explained the policy had been updated following feedback from cases which had been dealt with.

Pay Policy 2020

The Headteacher confirmed that a detailed and minuted consultation upon the 2020 Pay policy had been held with school staff.

Was there any feedback from unions? This had been shared as an additional document from the LA. **Has this been incorporated?** The Headteacher confirmed recommendations were included, although the policy had not been approved by unions.

The pay policy 2020 was APPROVED by the governing board.

- h) Safeguarding Policy Covid-19 Annex
- i) Keeping Children Safe in Education 2020

Governors undertook to read the revised document and confirm on GovernorHub.

9. RESOURCES

- a) Budget update

The Chair of Committee was not in attendance. Governors were referred to the minutes of the autumn term meeting.

The Headteacher stated that the school was in a good financial position.

- b) School fund audit or audit arrangements
- c) SFVS return to the LA by 31 March 2021

10. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY AND MIDTERM UPDATE

It was noted that the content of the briefing papers was considered at the steering committee.

Governance and Governor Development

Governors were invited to consider their own training and development needs and those of the whole governing board.

ACTION

School Improvement 2020-21

Assessment Update

Schools Estates Update

DfE Update upon PSHE

SEND

SHAPES Alliance Update

The guidance was noted by the board.

Schools' Finance

Governors noted the requirement to submit the SFVS to the local authority by 31.3.21.

ACTION

Early Years Update

Governors noted the questions to support the understanding of EY work within their school.

ACTION

11. DATES

- a) Full Governing Board

Tuesday 16th March at 6:00pm

Tuesday 29th June at 6:00pm

- b) Committee Meetings

Standards and Curriculum

Monday 22nd February at 4:00pm

Monday 24th May at 4:00pm

Steering Committee

Saturday 23rd January at 9:30am

12. ANY OTHER BUSINESS

a) Wellbeing

The Headteacher referred back to the discussion on health and wellbeing of school leaders and explained that it was difficult that governors were not able to offer practical help at the moment, as with the current challenging circumstances as it was useful to have governors have a presence in school. **When are you thinking, when there is a crisis?** This was confirmed. The Headteacher shared an example of practical support the Chair of Governors had offered when there had been a bubble closure. The Headteacher reported that although the first half term had been positive, there were more issues regarding the day to day running of the school and managing this was a challenge. Governors confirmed they were there to offer support to the Headteacher.

Is there an email that parents can use to speak to staff, is there a dedicated email address for the year group or a class email? The Headteacher confirmed there had been emails over the lockdown period, these had since closed. Any issues raised invariably had to go back to the class teacher. The meeting went on to discuss whether such a system may be open to abuse or add additional stress on staff, although it was also noted that parents were discouraged from speaking to staff on the playground. It was felt communication could be considered further by the SLT.

The Headteacher confirmed the home learning policy was to be uploaded on the school website.

b) Review earrings in school statement and consideration of adding to a policy.

The Chairperson referred to a previous agreement at the governing board that earrings were not to be worn in school, however this had not been included in any relevant policy.

Governors considered this and agreed that it was a health and safety issue. **Is there a uniform policy?** The Headteacher stated there were guidelines for parents, there wasn't a policy. **Could it be included in the health and safety policy or PE policy?** It was confirmed pupils were not able to join in PE if they were wearing earrings. Governors were in agreement that earrings should not be worn in school and should be included in a policy. The Headteacher agreed to update relevant policies with this guidance. **ACTION**

c) Sharing Email Addresses with GOVAS and NGA

Governors AGREED to share their email addresses with GOVAS and the NGA.

d) Inclusion of Contact Details on GovernorHub

Governors were made aware that their contact details were visible on GovernorHub to all members of the governing board. The Clerk outlined the procedure for restricting visibility and advised that the LA must have a postal address to contact governors.

e) School Website Compliance

Governors were advised of two new finance-related requirements detailed within the guidance *What Maintained Schools Must Publish Online*.

f) Lettings Policy

The Headteacher requested an item of any other business to discuss the lettings policy.

It was noted that Mr Underwood had a conflict of interest.

8:28pm Mr Underwood withdrew from the meeting.

The Headteacher shared the current charge noted in the lettings policy and highlighted that this had varied with a current letting. He was proposing that the policy was reviewed with a possibility of reducing the rate, particularly as there was less revenue coming into school.

Governors discussed what the average rate for the area and whether this could be investigated, in addition to whether charges could be negotiated for long term arrangements. Governors agreed the policy required further consideration and deferred consideration of the lettings policy to the Resources Committee. **ACTION**

Governors thanked staff for all their support over this difficult time for parents and pupils. It was agreed a message of thanks would be shared with staff and parents. **ACTION**

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8:45 pm.

**BROADSTONE HALL PRIMARY SCHOOL
AUTUMN TERM 2020 GOVERNING BOARD MINUTES
MEETING ACTION POINTS**

ACTION	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	Compile a letter to the LA regarding the school PAN.	Chair/VC/HT	Autumn
2	Consider arranging a class online meeting once a week for bubbles that have closed.	HT	Autumn
3	Consider repeating survey to parents regarding pupil's access to devices at home.	HT	Autumn
4	Governors to share their safeguarding policy for live lessons for Headteacher to consider.	Govs	Autumn
5	Headteacher to seek advice regarding live lessons and use of zoom.	HT	Autumn
6	Board to consider succession planning for Chair roles from autumn 2021	FGB	Post meeting
7	Query about equality impact assessments and guidance on board diversity	Clerk	Autumn
8	Review HR SLA	HT/Gov	Spring term
9	Contact LA for advice on business continuity	HT	Post meeting
10	Speak to LA re residential trip refunds.	HT	Autumn term
11	Governors were invited to consider their own training and development needs and those of the whole governing board.	Govs	Autumn term
12	Governors noted the requirement to submit the SFVS to the local authority by 31.3.21	FGB	Spring term
13	Governors noted the questions to support the understanding of EY work within their school.	FGB	Autumn term
14	Update relevant policies with the guidance on ear piercing.	HT	Autumn term
15	Governor to share information on uniform policies.	Gov/HT	Autumn term
16	Review lettings policy	Resources committee	Spring term

BROADSTONE HALL PRIMARY SCHOOL GOVERNING BOARD**COMMITTEES 2020/21**

CHAIRPERSON
Laura Thomas (one year appointment)
VICE-CHAIRPERSON
Helen Drury (one year appointment)
DEVELOPMENT GOVERNOR
Sarah Newsam

RESOURCES (Finance, Staffing, Premises)	CURRICULUM & STANDARDS COMMITTEE	STEERING COMMITTEE
Headteacher Louise Sinnott (Chair) Clair Norton Nicola Clifford Jane Rogers (DH) Catherine Fullalove Laura Thomas Martin Glynn Catherine Fullalove SBM in attendance	Headteacher Helen Drury (Chair) Peter Ressel Sarah Newsam Cindy Davies Dave Underwood Jane Rogers (DH) David Sedgwick Faye Bond	Headteacher Chairperson Vice-Chair Chairs of Committees All governors are welcome to attend.
PAY PANEL	PAY APPEALS	PUPIL DISCIPLINE
Cindy Davies Laura Thomas Louise Sinnott	Sarah Newsam Clair Norton Helen Drury	+ Three Governors to be selected, dependent upon availability, conflict of interest or prior involvement one other governor
HT PERFORMANCE MANAGEMENT	COMPLAINTS	SAFEGUARDING/ ATTENDANCE GOVERNOR
Helen Drury Sarah Newsam Cindy Davies	Three Governors to be selected, dependent upon availability, conflict of interest or prior involvement	Nicola Clifford
SEND / PUPIL PREMIUM / LAC GOVERNOR	ASSESSMENT & IMPROVEMENT	MATHS GOVERNOR
Cindy Davies	Sarah Newsam	Vacant
WRITING AND ENGLISH		
Vacant		

November 2020