

BROADSTONE HALL PRIMARY SCHOOL GOVERNING BOARD MINUTES

SUMMER TERM 2020

Date: 17th June 2020
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, Cllr D Sedgwick, Mrs L Sinnott, Mr P Ressel, Mrs C Fullalove.

IN ATTENDANCE

Ms S Camacho Governor Support Officer

1. **WELCOME AND APOLOGIES FOR ABSENCE**

Governors were welcomed to the meeting. Apologies for absence were received from Mr D Underwood and accepted by the governing board. Mrs L Sinnott was due to join the meeting at a later stage.

2. **DECLARATION OF BUSINESS INTERESTS**

Governors were asked to declare any business, financial or personal interests in any agenda items;

The following declarations were made:

- Cllr D Sedgwick works in marketing for an education publishing company.
- Mrs C Fullalove works in a local primary school
- Mrs H Drury works in a local secondary school

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

3. **DECLARATION OF ANY ITEMS TO BE DISCUSSED UNDER ANY OTHER BUSINESS**

There were no items raised.

A governor commented that she had been unable to open two documents, the Chair resent the documents whilst the meeting was in session.

4. **CHAIR'S ACTION**

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

- A risk assessment for reopening to Nursery, Reception, Years 1 & 6 and additional key worker children was shared with governors and was approved as a chairs action. Governors duly APPROVED the risk assessment.
- An annex to the behaviour policy was signed by the Chair. Governors duly APPROVED the annex to the behaviour policy, which was circulated prior to the meeting.
- The budget for 20/21 was signed by the Chair following discussions between the School Business Manager and Chair of Resources. A copy of the budget had been circulated prior to the meeting and would be considered at the item on resources.

It was noted that the committee meetings had not held this term due to the unprecedented circumstances which had also added a great deal pressure on the school. The Chair of Curriculum explained that it was unlikely that all year groups would be returning to school until September at the earliest and proposed that at the next meeting, the committee considered the school response to the return of all pupils and how they would be supported to ensure their progress. **ACTION**

Governors agreed to consider the Headteacher's report and Resources item, at a later point in the meeting when Mrs Sinnott was in attendance. It was agreed the business item would be taken at this point.

5. BUSINESS

a) Full Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on **10th March 2020** copies circulated previously, be approved. The Clerk undertook to provide a paper copy of the minutes for the Chair's signature. **ACTION**

Mr P Ressel in attendance.

b) Action Points from the Previous Minutes

The actions raised at the spring term meeting were duly reviewed as follows:

| ACTION | ACTION REQUIRED | ACTION FOR | UPDATE |
|---------------|--|-------------------|--|
| 3 | Headteacher's Report to give comparable data – e.g. number of FTEs issued over the past two terms, this time last year | SL | Completed- this information had been incorporated into the Headteacher's report. |
| 3 | Headteacher to ask whether the school could run a course for parents to support anxious children | SL | The Headteacher had uploaded information from the LA on support for anxiety on the school website and spider. Any relevant wellbeing updates would be added. Governors raised concern that there was likely to be an increase of pupils with anxiety and some pupils who hadn't returned because they or their family were anxious or shielding. The Headteacher agreed and reported that staff were already liaising with a few families. |
| 5 | Arrange a date for a staff and governors meeting. | SL | Deferred to Spring 2021. ACTION |
| 5 | Send NGA Skills Audit document to Chair. | Clerk | Completed. |
| 5 | Enquire whether a Schools Funding training session will be run by the LA | Clerk | A training course was available, however training was currently on hold due to lockdown. |
| 5 | Governors to volunteer to observe a SATS session. | NC to request | This hadn't been required as SATS were not held. |
| 6b | Headteacher to check that governor section of the school website is up to date | SL | The governor section of the school website was up to date apart from the committee list, which would be |

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| | | | updated at the next meeting. ACTION |
| 6b | Management team to consider information to be shared with parents regarding Lockdown Drill practices | SL | Completed. Lockdown drills had been postponed until all pupils were back in. Is the name going to be changed? No. The name of the policy describes what it covers. Have you given thought to what the procedure would be now? It would be the same procedure under lockdown. The front of the school building had been made more secure. A fire drill was being arranged to ensure teachers and pupils were aware of current arrangements as they were not in their normal classrooms. |
| 6b | Governors to be invited to the next One Voice conversation meeting. | SL | This had been delayed, a virtual meeting might be arranged. Governors were asked to identify if they wanted to attend. The Chair of Curriculum agreed. ACTION |
| 6b | Headteacher to speak to Tanya Cross about drugs policy (during visit to speak to staff). | SL | Due to the current situation, this had been delayed as parents were unable to enter the school building. Governors were in agreement that due to the current unprecedented circumstances it was important to focus on business recovery and any immediate concerns and postpone any other actions. Deferred to spring 2021. ACTION |
| 6b | Headteacher to write letter to the LA (signed by the Chair) regarding admissions | SL & LT | An update was to be given later in the Headteacher's report. |
| 6b | Early Years teacher to be invited to talk to governors at a FGB meeting (focus upon answers to questions in autumn 19 briefing papers) | SL to invite | Postponed to Spring 2021. ACTION |
| 6d | Clerk to speak to colleague (Shonagh Camacho) about a governor's attendance | Clerk | Completed |
| 6f | Ms Newsam to read through updated Anti-Bullying policy from the LA – bring to summer term FGB for approval | Clerk/SN | The policy was considered by Ms Newsam and the Headteacher. It was noted that the policy was in date until autumn 2020, it would be brought to the autumn meeting for review. ACTION |
| 6f | Approval of the Data Protection policy to be added to the summer FGB agenda. | Clerk | Governors were informed that the policy was up to date and on the school website. |

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|-----|---|----------------------|---|
| 6f | Headteacher to send personalised Managing Medical Conditions policy to Mrs Drury for consideration at next Standards committee | SL/HD | The policy was shared, no comments were received. Governors were informed that the policy was up to date and on the school website. |
| 6f | Headteacher to send personalised Young Carers policy to Ms Newsam for consideration at next Resources committee | SL/SN | The Headteacher reported that young carer's policy had been updated and shared with teachers. There were no known carers in school. Governors noted the importance of staff being aware of signs to identify pupils who may be young carers. |
| 6g | Governors invited to read through KCSIE proposals and submit any comments to the Chair. Chair to submit GB response to the consultation | All governors/ LT | The Chairperson highlighted that there had been a notification on governor hub which stated that the KCSIE had been updated due to COVID. This came into force in September and the safeguarding adviser would be giving an update in due course. |
| 6h | Pupil Premium Report to Governors to be added to summer term FGB agenda | Clerk | This item was considered. |
| 7 | Headteacher to update governors upon internal control procedures as discussed at Resources committee | SL | An update was given. |
| 11b | Approval of school residential trips to be added to summer term agenda | Clerk | Not applicable |
| 11d | Membership of pay committee to be considered at summer term FGB meeting | Clerk | To be considered at the autumn term meeting. |

c) Matters arisingd) Action 6h- pupil premium update

The Deputy Headteacher explained that the pupil premium report had been updated with recent data and expenditure. A new plan would be compiled for April 2021 which would include a separate COVID action plan to reflect the support offered to vulnerable pupils; which had included food boxes, daily phone calls and individual risk assessments. **Would you say PP children cover all the most socially economically vulnerable?** No, there were some pupils who were not in receipt of PP, but were vulnerable and there were others that were eligible, but very secure. Numbers had increased by 11 from last year to 100, of those, 22 were in early years, which was a quarter of the cohort, the school was funded less for those. Although numbers had increased the school would not receive any additional funding until next April.

Do you think that because of COVID, numbers of PP will increase? The Deputy Headteacher reported that it was likely to increase by 10%, as there were already an additional 9 families who were eligible for FSM. **How many of the 22 pupils were back in school?** This would be clarified. Very vulnerable pupils were able to get a school place if it was directed by

another service such as social services, however that didn't cover the majority of the PP cohort as none of those eligible in years 4-6 were in school. **ACTION**

Will the school receive additional funding in April for those pupils, will it be backdated or would the school have to pick this up? Pupil premium funding wasn't backdated. **Even with COVID?** It was a possibility; any additional costs for COVID were being monitored.

Governors were informed of the arrangements for bubbles. **Some groups have two teachers, but what is the provision if there is one staff member for a bubble?** If staff members became unwell they would have to isolate and a supervisor would support.

Action 7- internal control

The Headteacher explained that the statement of internal control had been updated to ensure that all references and qualifications were checked for all posts and if a staff members post changed, additional checks were completed and this was matched with the establishment list. **Isn't this covered by the HR SLA, should they be doing this?** The Headteacher outlined the process the school followed and examples were shared. **Could the SLA be reviewed to consider what is covered?** The HR SLA would be considered by the Headteacher and Mrs Norton. **ACTION**

Are there any plans to celebrate year 6 leaving? The Headteacher confirmed staff were keen to arrange something in school to mark the occasion.

Mrs Sinnott in attendance.

e) Safeguarding Policy Covid-19 Annex

The Covid-19 annex was noted by the governing board.

f) Governing Board Contingency Plans

The governing board discussed contingency plans in the event of the Chair and Vice-Chair being unavailable. It was AGREED that Ms Newsam and Mrs Sinnott would step in and support if required.

g) End of Term of Office

The meeting was informed that there were no terms of office due to end.

h) Approval of Inset Days

It was noted that the INSET dates had been shared electronically with governors.

i) Governors to Confirm/Update GovernorHub Details

The Clerk requested that governors check their current GovernorHub details and update where necessary. **ACTION**

The Clerk undertook to send up to date information through to the School Business Manager for submission to Get Information About Schools (GIAS). **ACTION**

6. HEADTEACHER REPORT

Governors were referred to the Headteacher's report which was circulated prior to the meeting; The Headteacher referred to questions that had been submitted on Governor Hub prior to the meeting:

The potential of having a 3 class reception entry in September 2020 is mentioned in the report, and if I have understood correctly, that this can be accommodated financially in terms of another member of staff. Is this a cost effective decision overall e.g. is the cost of a full-time member of staff justifiable when the numbers over 60 are relatively small (and may go down) and will this cost be balanced by the additional resources associated

with the increased number of children? The Headteacher explained that the intake numbers were confirmed whilst the school was in lockdown, staff contacted all the parents and offered a place. There were originally 73 pupils however 5, due to work circumstances wished to be placed at another school. It was illegal for the school to have two classes for 68 pupils and the SIA advised the school that three classes were required especially as it wasn't guaranteed the other five would win their appeals, staffing was considered viable for a year and this would be reviewed annually.

How would this be accommodated logistically in September with social distancing and on an ongoing basis? The Headteacher said this was unclear, consideration had been given to having a one week in, one week off system, as classrooms and teachers couldn't be doubled. Even with one meter distancing, pupils wouldn't be able to use the dining room.

There has been lower pupil numbers for 2 years now, should the PAN be reduced? The Headteacher reported that previously the LA had said they would have to look at numbers at all schools. **Why have pupil numbers come down?** It had been reported that there was a lower birth rate, in which case a reduction in PAN would be difficult to manage long term, additional advice may be required.

How will it be sustainable having three classes each year? Arrangements would be reviewed on an annual basis. There were other year groups with smaller numbers. Next year there would be 2 small year 1 classes, a year 2 class and a split year 1 and 2 class. A fixed term contract had been extended for another year to support the additional class. **How long has the contract been extended?** This was shared. The meeting went on to discuss contract issues.

How many pupils applied from nursery? The Deputy Headteacher stated that the majority of pupils in nursery were coming into reception unless they were going to an alternative provision. Comments from nursery parents regarding the provision had been extremely positive.

Was there some promotion about the school for next year's intake? There was an article in the local press about poems pupils had written. An open afternoon for prospective parents was held which was popular. Reception parents were also very appreciative of the phone calls from staff welcoming them to school and this would be continued as standard. A governor suggested the use of marketing and social media.

What is being done for transition into Broadstone for our EYFS children? The Headteacher said he had spoken to the early years lead and suggested offering a session where parents could book a visit or compile videos for pupils to see the classrooms and speak to their teacher. **Is it worth having a half an hour slot and a live question and answer?** Various options were being discussed. The Deputy Headteacher stated that there had been very positive feedback from videos which had been sent to pupils and parents which had prepared them for their return to school.

Can the school claim COVID costs? Yes. Do you claim direct as a school or through the LA? This was not known yet, all costs were being compiled into a spreadsheet.

What has been the parental response to risk management? All feedback had been very positive and parents had been grateful.

On the COVID costs, does that include if Robin Wood was cancelled the claim on insurance and what happens with the school's insurance premium, will that be a COVID cost? The school would be entitled to a full recovery; Robinwood wasn't refunding the full amount, but was offering the same week next year, this was not feasible. A governor offered to assist with liaising with the companies.

Parent governors commented that contact from school throughout lockdown had been really good, very welcoming and well communicated. Examples from other schools was shared.

Is there something that could be rewarded to staff members who have worked out of hours? The Headteacher confirmed he had encouraged a staff member to claim overtime. A number of staff members were not paid for working over the school holidays. **What has the LA put in re additional hours are there extra payments they can input?** A governor stated that the LA was unable to do that. The Headteacher added that staff were only asked in over the Whit and Easter holidays if they were really needed. Staff who were paediatric first aid trained, family liaison, SLT and office staff had remained on the school premises. A few staff members had requested to work from school.

Governors considered options for acknowledging staff members who had worked additional hours or stepped up.

What about health and wellbeing of staff? Has there been additional support from the LA? Should this be considered by the GB? Staff had been signposted to services and members of the SLT had been regularly phoning staff to check in. The Headteacher said he had received daily updates from the LA. The SLT had been supportive and worked to ensure they all managed to have day off. **Could a letter be sent to staff from the board?** This was agreed. **ACTION**

The meeting went on to discuss the support and guidance from the LA throughout lockdown. It was pointed out that although the Headteacher and Chair had received daily updates, governors were not regularly briefed, and the clerk undertook to share this with governor services. **ACTION**

It was highlighted that due to the background and circumstances of many pupils, in September there may be a number of pupils who were likely to be overwhelmed and may need additional support. This meant that the curriculum would need to be slowly developed upon their return.

The Headteacher was thanked for his report and there not being any further questions it was RESOLVED that the Headteacher's report be received.

7. RESOURCES

a) Budget update

The Chair of Resources Committee explained that the committee had not been held. Discussion on the budget had been via email correspondence. The Headteacher confirmed there had been no change to the budget since those discussions.

Is the board able to discuss buybacks? They had been considered in the spring term.

Actions that were outstanding for the committee and would be progressed next term, were to ascertain with parents at an earlier stage pupil numbers for Robinwood and to consider pupil numbers long term across the school and the impact on the budget. **ACTIONS**

b) Approval of budget 2020/21

Governors were referred to the CFR report which had been circulated prior to the meeting. There were no questions raised.

Governors duly APPROVED the budget for 20/21.

8. DATES

a) Full Governing Board

Wednesday 21st October 2020 at 6:15pm

b) Committee Meetings

9. ANY OTHER BUSINESS

Note of thanks

Governors wished to minute their thanks to the SLT for all the hard work over this very difficult period.

Secondment

The Deputy Headteacher explained that she had been appointed on a secondment from the next academic year as Acting Headteacher at Reddish Vale nursery school to cover maternity leave. Governors congratulated Mrs Rogers on the appointment.

The Headteacher explained that he was recruiting an Acting Deputy Headteacher. **Do you feel there is talent internally?** The Headteacher confirmed there would be an internal recruitment process.

Does that mean the Deputy Headteacher costs will not be incurred at all next year? This was confirmed. **Can the Deputy Headteacher continue to attend board meetings?** The Clerk explained that as the Deputy Headteacher was a co-opted governor, she would attend if the board were favourable to that, but she would need to declare an interest.

Was a replacement found for the site manager? The Headteacher confirmed interim arrangements were in place for the locking up of the school premises, as current staff were shielding.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8:25 pm.

DRAFT

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

| ACTION | ACTION REQUIRED | ACTION FOR | DATE ACTION TO BE COMPLETED |
|---------------|--|----------------------|------------------------------------|
| 1 | Provide a paper copy of the minutes for the Chair's signature. | Clerk | As appropriate |
| 2 | Committee to consider the school response to the return of all pupils and how they would be supported to ensure progress | Curriculum committee | Next meeting |
| 3 | Identify a date for a staff and governors meeting | Headteacher | Spring 2021 |
| 4 | Consider committee membership | FGB | Autumn 2020 |
| 5 | Governors to be invited to the next One Voice conversation meeting. | HT | As appropriate |
| 6 | Headteacher to speak to Tanya Cross about drugs policy (during visit to speak to staff). | HT | Spring 2021 |
| 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 | Spring 2021 |
| 8 | Review anti bullying policy. | FGB | Autumn 2020 |
| 9 | Clarify how many of the early years PP pupils were in school. | DHT | Post meeting |
| 10 | HR SLA to be shared and reviewed. | HT/CN | As appropriate |
| 11 | Governors to check their current GovernorHub details and update where necessary. | Governors | Summer term |
| 12 | Send up to date information through to the School Business Manager for submission to Get Information About Schools (GIAS). | Clerk | End of the summer term |
| 13 | A letter of thanks to be sent to staff from the governing board. | COG | Summer 2020 |
| 14 | Raise with governor services about governor updates throughout lockdown. | Clerk | Post meeting |
| 15 | ACTIONS for resources committee: <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 | As appropriate |