

Jesse Gray Primary School Governing Body

Minutes of the autumn term virtual governing body meeting held via Zoom on Monday 28th September 2020, at 5.30pm

Membership (A denoted absence)	Mr C Walker, Chair Mrs K Ghattaora, Vice Chair
A	Mr A Bevan Mrs L Carey Ms K Davies Mrs K Harris-Whittle Mrs L Hopkins Mrs V Lloyd Mr S Mars Mrs R Patel Mr R Woods Mrs F Moore Mr C Belton, Head
In Attendance	Mrs R Harvey, Clerk to the Governing Body

PRELIMINARIES

Note: The meeting took place in accordance with the Virtual Meetings Policy.

FGB1/20-21/01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Bevan .

ACTION

FGB1/20-21/02 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. Mrs Harris-Whittle and Mrs Lloyd, having family members employed in school, declared an interest.

Renew register of business interest forms

The clerk reminded governors of the requirement to complete the Register of Business Interest forms and explained the process for completing the declaration forms on Governorhub.

Review and sign Governors Code of Conduct

The clerk recommended the Governors Code of Conduct be reviewed and signed annually. The document had been uploaded to Governorhub for review and approval.

FGB1/20-21/03 MEMBERSHIP

Attendance requirements

There were no attendance requirements to consider.

Vacancy update

The clerk reported one Local Authority governor vacancy.

End of terms of office

There were no end of terms of office to consider.

Attendance of Fran Moore, Deputy Head, at meetings.

The Head requested, to support CPD, the attendance of Fran Moore, Deputy Head, at future governor meetings. Following a brief discussion, it was agreed to move Mrs Ghattaora from her co-opted governor position to the vacant Local Authority governor position and co-opt Fran Moore to the governing body with immediate effect.

FGB1/20-21/04 ELECTION OF CHAIR AND VICE CHAIR

The clerk sought nominations for the position of Chair.

Mr Walker was nominated and seconded. There were no further nominations. Mr Walker was duly elected for a one year term.

The Clerk sought nominations for the position of Vice Chair. Mrs Ghattaora was nominated and seconded. Mrs Ghattaora was duly elected for a one year term.

FGB1/20-21/05 MINUTES OF THE LAST MEETING

Minutes of the meeting held on Wednesday 22nd July 2020, copies of which had been uploaded to Governor hub for review, were taken as read, confirmed and will be signed by the Chair at the next governors meeting held in school.

Action points

None to consider

Matters arising

None to consider.

FGB1/20-21/06 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING

Neither the Chair nor the Vice Chair reported any actions or decisions undertaken using emergency authority.

FGB1/20-21/07 CORRESPONDENCE

Chair

There were no correspondence items to report

Headteacher

There were no correspondence items to report.

Clerk

What maintained schools must publish online

Update to 'What maintained schools must publish online', note maintained schools are required to:-

- Publish how many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000 - we recommend using a table to display this;
- Include a link to the webpage which is dedicated to your school on the [schools financial benchmarking](#) service - follow the prompts to find your school's specific page.

<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

SCHOOL PROGRESS

FGB1/20-21/08 HEADTEACHERS REPORT TO GOVERNORS

Governors confirmed the new format Headteacher report had been received in advance of the

meeting and questions from the report were submitted to the Head in preparation.

The Head responded:-

The Chair asked, given that we tentatively started planning for the next Ofsted inspection before lockdown I suspect governors will be interested in a summary of the changes to Ofsted inspections from September. The Head responded, Ofsted have suspended their normal activity but are visiting schools to “check” on recovery of schools and provided an example of a local school’s recent visit:-

- Two HMIs arrived at 10am and had left by 3pm and the focus of conversations were:-
 1. School Context – This was mostly about the particular circumstances the school was in, and is in, relating to Covid. They also asked about staff well-being during lockdown and how they felt about being back at school.
 2. Attendance – They were asking about our attendance figures since the start of term and comparing them to figures for 4th Sept 19 - 20th March 20. They asked if we had any parents refusing to send their children back and what were we doing about it?
 3. Safeguarding – They asked about how we had changed the Safeguarding policy as a response to Covid and we discussed how we had changed our procedures to allow for not seeing the children face to face for a long time. They also asked about recruitment during the pandemic and specifically pre-employment checks. They asked to see a couple of lines from our SCR for newly employed staff to ensure all the columns had been completed. They also asked about what the impact of Covid has been on children’s and staff’s mental health and well-being and we are doing to support this.
 4. Behaviour – What changes, if any, we have made to our Behaviour Policy? What impact we have noticed in the children’s behaviour? What are we doing about it? Are we planning on using the catch up funding to support behaviour?
 5. Curriculum – How are we planning on returning, by the end of the year, to a full curriculum? What changes have we had to make to our curriculum? What are we planning to use the catch up funding for? We talked about our approach to individuals self-isolating and how we were providing home learning for them and we also talked about our response in the event of a bubble being sent home. We used our experience of what we did during the national lockdown as a model for what we would do in the future if we have to.

At the final briefing, HMI confirmed the main points would be in a letter. These were all summary statements about what had been discussed. There were no judgments at all. This was a pilot there is not any evaluative information in it. There was no need to prepare anything in advance apart from a few attendance statistics.

Governors asked about the impact of COVID and the re-opening of Play Services.

Mrs Harris-Whittle said the after-school club is open to all but three year groups. The breakfast club is open on Mondays to Wednesdays for all groups, Thursday for three year groups and is closed on Friday mornings, this is due to government guidelines having an impact on staff deployment and the numbers permitted in bubbles.

Numbers have dropped but some staff are supply cover so there is not a financial impact. Based on the local picture there are not going to be any expected changes for a while. The overall finances are not going to be a positive picture this year.

Governors asked is it the year groups bubbles that are holding you back from fully opening.

Mrs Harris-Whittle commented because we are unable to combine groups and we have one staff member per group, our numbers are limited.

The Chair asked about the staff well-being and how staff are coping. Mrs Harris-Whittle said the team have been fantastic and adapted admirably to changes and a new way of working.

The Chair asked are there any early challenges with the children returning to school in September. The Head replied, lunchtimes and exiting the school initially, these have now been resolved. Managing parental expectations due to school guidance and practise being so different to that outside school, this is particularly apparent at the interface at the start and the end of the day. This is inflamed by varying levels of individual anxiety.

The Chair asked if there is any indication yet what impact, if any, the lockdown has had on attainment and learning. The Head explained, most importantly, it is not a disaster. The staff are carrying out assessments the week beginning 28th September and a clearer picture will be gained. Anecdotally the staff know which children have not read anything at all over the period of partial closure and the very few who have accessed little or no home learning. They are also reporting that unsurprisingly it is writing that is the area in which most children are behind.

The Chair asked, what are the schools plans in the event of a second wave, local lockdown or confirmed case at school. The Head summarised, the schools main tool for remote learning will be Seesaw, which is being trialled and used increasingly in class. If there is a closure for a positive case this will be used. It is being used on a small scale for the few children who are awaiting test results. If a child test positive we are to now contact a DfE hotline who will talk the school through the process based upon the up to the minute guidance. The Head is speaking to the Head teachers who have had cases in order to learn from their experiences.

The Chair asked, how is the school thinking about a possible increase in winter flu (as opposed to COVID-19) in the coming months. Has regular temperature taking been considered and, if so, will children with a temperature be asked to stay away from school even if they do not have any other COVID-19 symptoms. The Head responded, the school is currently struggling with families who have some symptoms and are unable to get tests, therefore not being able to come back to school. The tests so far once obtained have all been negative. We have organised a BUPA nurse to come into school and give all staff who want it a flu jab and we have digital thermometers in school. We are currently using our judgement and relying on the responsibility of the parents.

The Chair asked, how are the children settling in and what information do new parents receive about Governors (e.g. do we share details of which Governors are linked to each year group). The Head replied, brilliantly! two lovely settled classes! A parent did make a valid point about this during the lock down while raising several issues with the school including an unawareness of the governing body and their role. Governors discussed raising the profile of the governing body, their link roles and identifying individual's positions within the governing body. Governors agreed there would be merit in refreshing the governor information on the school website, signposting parents to the minutes of governor meetings and a producing a guidance document for parents on information, processes/protocols and who to contact for various scenarios, for example, raising concerns. The Chair agreed to draft the governor information for the website.

Chair

Governors asked about the contingency plan for remote working. The Head said that he and the Deputy Head had recently attended an online training session on remote learning provided by the Local Authority, we have been pro-active in our preparation and a plan has been in place in school throughout lockdown and has further developed over time. During this time, I-pads were going home with a number of children, enabling them to continue learning at home. All I-pads have now been returned to school. We will be receiving the first tranche of catch up funding in October and would like to invest in more I-pads. Mr Wood agreed to meet with the Deputy Head to discuss the remote learning program, share best practice and the investment in I-pads.

RW/
DHT

The Deputy Head confirmed that if the school or bubbles should close the learning grids, power points and other resources are in place. We will be following the National Curriculum (using Seesaw), pupils will receive live lessons with teacher interaction and instant feedback.

Governors asked how can we be sure pupils have the access to the appropriate resources at home to learn remotely. The Deputy Head said she had done a survey to parents to ask about their child's access to a laptop, I-pad and the internet.

Governors asked for a demonstration of Seesaw and suggested a summary of the contingency plan and supporting documents be available for governors to review. The Head agreed to arrange.

Head

In closing, the Chair asked governors to review the SIP. The Head reminded governors that the children's version of the SIP was also embedded in the document. The staff governor commented the Children's version is displayed and used in classrooms every day and is a useful resource. The Head said we are currently adapting the British Values to a children's version.

Govs

The Chair thanked the Head for his report.

FGB1/20-21/09 STAFFING STRUCTURE / REQUESTS FOR FLEXIBLE WORKING (Confidential item)

See confidential appendix.

FGB1/20-21/10 ARRANGEMENTS FOR THE HEADTEACHER'S APPRAISAL

Appointment of external advisor

Mr Pat Fielding was approved as external advisor.

Appointment of appraisal governors

The Head's appraisal date was agreed as Tuesday 29th September at 10.30am. Mr Walker, Mrs Rashmi Patel and Ms Karen Davies were agreed as the appraisal governors. Mrs Patel explained the appraisal process and recognised the impact of COVID, lockdown and the re-opening of the school would impact greatly on the outcomes and target setting.

FGB1/19-20/11 STAKEHOLDER VIEWS

The Deputy Head said the School Council will be restarting on Thursday 1st October and we will be asking for views on returning to school. The responses will be reported to governors.

DHT

The Head wished to record his thanks to parents for their support during the last six months.

GOVERNOR REPORTS

FGB1/19-20/12 TERMS OF REFERENCE AND DELEGATION OF FUNCTIONS

The Terms of Reference was updated to include the following committee membership:-

Resources committee

- Mrs R Patel
- Mr C Walker
- Mr S Mars
- Mrs L Hopkins
- Mrs K Harris-Whittle

Pay committee

- Mrs R Patel
- Mr C Walker
- Mr S Mars
- Mrs L Hopkins

Pay appeals committee

Mr R Wood

Mrs K Ghattaora

Mr A Bevan

Pupil discipline committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the exclusion being considered and no conflict of interest.

Staff Dismissal Committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.

Staff Dismissal Appeal Committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.

FGB1/19-20/13 REPORTS FROM COMMITTEES

The Resources committee had not met since the last meeting.

FGB1/19-20/14 GOVERNOR TRAINING AND DEVELOPMENT 2020-2021

The clerk reminded governors that the governor training sessions have been publicised on Governorhub and governors can book online. Ms Davies confirmed she would be attending the safeguarding chatroom in November.

FGB1/19-20/15 REPORTS FROM GOVERNOR VISITS AND VIRTUAL MONITORING DURING THE AUTUMN TERM

Ms Davies had completed an audit of the confidential safeguarding files.

The Head agreed to arrange a schedule of virtual monitoring after half term. The governor link roles were agreed as:- **Head**

FS2 – Ms Davies

Year 1 – Mr Walker

Year 2 – Mrs Patel

Year 3 - Mr Woods and Mrs Carey

Year 4 – Mr Mars and Mrs Hopkins

Year 5 – Mrs Ghattaora

Year 6 – Mrs Harris-Whittle

REPORTS TO GOVERNORS

FGB1/20-21/16 DFE REPORT; KEEPING CHILDREN SAFE IN EDUCATION (KCSIE) UPDATE

Action for Governors

- Ensure that all staff, including themselves are informed of the new changes and have read, and confirmed they have read, KCSIE part 1 and part 2 where appropriate;
- As a result of these changes, governors will need to approve an updated version of the Safeguarding and Child Protection Policy.

What Governors need to know

Revised safeguarding policy from September 2020 to reflect the following changes;

- Definition of safeguarding;
- New responsibilities have been granted to the role of DSL;
- More guidance provided to allow schools to ensure that any allegations that are made against a supply teacher are handled accordingly;
- Online learning and ensuring that safety measures are put in place to keep children safe

- whilst working from home online;
- More emphasis made on protecting children’s mental welfare as part of the safeguarding process;
 - New paragraph included about Coronavirus plus supporting guidance;
 - It is expected there will be an increased referral rate to Children’s Social Care on the return of all pupils in September due to COVID – 19. These must be made in a timely manner.

CONCLUDING ITEMS

FGB1/20-21/17 SAFEGUARDING AND CHILD PROTECTION

The Head had completed an annual refresher for all staff on 23rd September and the DSL’s have booked to attend DSL training. The Child Protection and Peer on Peer Policy have been updated and uploaded to Governorhub for governors to review.

Govs

FGB1/20-21/18 PUPIL AND STAFF WELLBEING

The Head reported that pupil and staff well-being is very positive and gave assurance that all vulnerable children had been closely monitored throughout lockdown.

FGB1/20-21/19 HEALTH AND SAFETY UPDATE

The Head said there were no health and safety concerns. The asbestos survey had been completed. Due to COVID, an external health and safety visit was overdue, this will be arranged at the earliest opportunity while adhering to social distancing protocols.

FGB1/20-21/20 EQUALITIES INCIDENTS REPROTED SINCE THE LAST MEETING

None to report

FGB1/20-21/21 EVIDENCE OF GOVERNING BODY IMPACT ON SCHOOL IMPROVEMENT

Governors agreed the following:-

- Review of staffing structure;
- Review of SIP;
- Review contingency plan for remote learning and approve investment of I-pads;
- Review of terms of reference and link roles;
- Plan virtual monitoring visits.

FGB1/20-21/22 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

The Chair will arrange a visit to the school at the earliest opportunity while adhering to social distancing protocols.

FGB1/20-21/23 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:-

Autumn 2020;

- Resource – Monday 12th October at 5.30pm;
- FGB Business – Monday 30th November at 5.30pm.

Spring 2021;

- FGB Standards – Monday 25th January at 5.30pm;
- Resource – Monday 8th March at 5.30pm;
- FGB Business – Monday 22nd March at 5.30pm.

FGB1/20-21/24 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that one item be deemed confidential for the purpose of the minutes.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 7.45pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
FGB1/20-21/08	Refresh governor information for the school website. Meeting to discuss remote learning and I-pad investment. Arrange a presentation for govts of Seesaw and produce a summary document of contingency plan and supporting resources Review the SIP	Chair RW and DHT Head Head	
FGB1/19-20/11	Report at next meeting on pupil survey – returning to school	DHT	
FGB1/19-20/15	Arrange schedule for virtual monitoring after half term	Head	
FGB1/20-21/17	Review Child protection and Peer on Peer Policy	Govs	

ATTENDANCE AT MEETINGS 2020/2021

Academic Year 2020 -2021												
Governor Name	Autumn 2020				Spring 2021				Summer 2021			
	FGB	Res	Pay	FGB	FGB	Res	FGB		FGB	Res	FGB	
Mr C Walker	Y											
Mr A Bevan	A											
Mrs L Carey	Y											
Ms K Davies	Y											
Mrs F Moore	Y											
Mrs K Ghattaora	Y											
Mrs K Harris-Whittle	Y											
Mrs L Hopkins	Y											
Mrs V Lloyd	Y											
Mr S Mars	Y											
Mrs R Patel	Y											
Mr R Woods	Y											
Mr C Belton, Head	Y											

Jesse Gray Primary School Governing Body

Confidential appendix to the minutes of the autumn term virtual governing body meeting held via Zoom on Monday 28th September 2020, at 5.30pm

ACTION

FGB1/20-21/09 STAFFING STRUCTURE / REQUESTS FOR FLEXIBLE WORKING (Confidential item)

The Head said the COVID pandemic had given people an opportunity to re-evaluate their lives and this has resulted in a number of staff members requesting changes to their working week. The requests are not unreasonable and can be fully managed by the current staffing levels in school. The Head presented the proposed staffing structure and requests:-

- Jane Wood (Year 1 – working Thursday and Friday) resigned from 31.12.20. The Head has asked if she would prefer to leave at half term. It could be accommodated by advertising for a two day per week position;
- Jane Booth, request for flexible working, one day per week;
- Abbie Hufton, returning from maternity leave in January 2021, requested two days per week. Head proposed to work Wednesday and Thursday as booster teacher for catch up for possibly Years 3, 4 and 5, who missed school during the summer term;
- Daisy Lynch (fixed term, full time in Year 6) to ensure continuity of teaching, extend contract to August 2021;
- Amy Morgan (currently maternity cover for Charly Soulsby);
- From September 2021, we will undertake an internal re-organisation of staff;
- The school needs to consider succession planning for the Foundation Stage. The Head proposed advertising for a three day a week position in Foundation.

Governors asked if there is any indication that Year groups with two part time teachers has impact and works effectively. The Head said job shares in this school work well and are very effective. There are no weak links in teaching. The Deputy Head commented in the past the job share staff have been paired up with a member of SLT to ensure a level of consistency.

Governors asked if this would continue. The Deputy Head said that would depend on the Head's vision.

Governors asked for clarification, that there would be three teachers across Foundation stage. The Head confirmed this and commented, we have an opportunity to get the next generation of teachers in Foundation stage and we have the capacity to grow people.

Governors queried the financial impact to July 2021. The Head said there would be a slight impact on the budget but the catch up funding of £33k would also support the proposals. Following a discussion, governors **approved** the staffing proposals and agreed this would ensure stability for the children.