

MINUTES OF MEETING

School: Holly Primary School
Meeting title: Summer term meeting of the governing body
Date and time: 22nd June, 2020 at 6.00
Location: VIRTUAL MEETING HELD USING ZOOM PLATFORM

Membership
'A' denotes absence

Mr N Smith (Chair)
Mr N Roebuck (Vice Chair)
Mr D E White (head teacher)
Mrs E Crawford
Mrs L Harper (Training Co-ordinator)
Miss S McGuinness
Miss J Salter
Mr D Bennett
Mrs R Gear
Local Authority Governor vacancy
Co-opted Governor vacancy

In attendance Denis. J Baker (clerk to the governors)

GB/19/20 Apologies for absence Action

There were no apologies for absence

GB/20/20 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/21/20 Review of membership

Governors received and noted the governing body membership list, which had been previously circulated. The clerk reported that vacancies currently existed for 1 Local Authority Governor and 1 Co-opted Governor and that reported that Miss S McGuinness' term of office as staff governor would expire on 30th August, 2020 when it would be necessary to hold an election.

In reply to questions, the head teacher advised that an expression of interest in joining the governing body had been expressed adding that this would be pursued.

Resolved:

1 That the report be noted.

2 That further consideration be given to the appointment of governors at the next meeting.

AGENDA

GB/22/20 Approval of minutes of spring term meeting

The minutes of the spring term meeting held on 10th February, 2020 having been previously circulated were confirmed and would be signed by the chair at a future meeting.

GB/23/20 Receipt of minutes and approval of policies from committees and working parties

Governors noted that the meetings of the Finance, Personnel and General Purposes Committee and the Pupils and Strategic Development Committee scheduled to be held on 27th April, 2020 had been cancelled due to the school closure resulting from the Coronavirus Pandemic.

Finance, Personnel and General Purposes Committee

The minutes of the meetings of the Finance, Personnel and General Purposes Committee held on 2nd March, 2020 were received.

Governing Body Meeting

The minutes of the special virtual meeting held on 26th May, 2020 which had been published on Governorhub were received.

The head teacher gave an update on the school situation, advising that the temperatures of all children and staff attending the school were taken on a daily basis. The school Risk Assessment had been updated to take account of the new arrangements.

In response to questions, the head teacher reported that during the lockdown the school had been open to provide for 45 children of key workers, in 3 separate bubbles. The school had opened for other pupils from 1st June, 2020 with pupils in year 6, which was almost fully subscribed; year 1 with 30 children and children in the nursery unit being admitted afterwards. He advised that following the admission of the additional children several key worker parents had expressed concern at the numbers attending. Governors noted that there were currently 145 pupils, some on a part time basis attending the school.

Replying to further questions, the head teacher advised that staff were very supportive of the arrangements although a few niggles had been dealt with. Governors noted that the school was operating well on a day to day basis with a staggered start time; staggered play and lunch times and a staggered finish. No accidents or other incidents had occurred and the possibility of the staggered timings being continued in September would be considered further. It was reported that the staggered timings worked well and avoided congestion at the school gate. The Chair reported on his observation of parent's behaviour, advising that some failed to observe the social distancing requirements. No objections had been received to the daily temperature check. The head teacher advised that the equipment was calibrated regularly to ensure its accuracy. Governors noted the procedures adopted.

GB/24/20 Financial reporting

Approval of school budget 20/21

The head teacher presented a report on the school budget which had been considered by the Finance, Personnel and General Purposes Committee and which was considered to be a confidential matter

Resolved: That the school Budget for 20/21 be approved and adopted.

Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return

The Clerk advised that whilst it was no longer necessary to submit a formal BO2 return to the local authority, it was necessary to advise the authority regarding the proposed use of any carry forward exceeding 8% of the budget. The head teacher advised that the intended use of balances report had been submitted as required.

Approval of services for schools/review of contracts

The head teacher reported on the level of buy backs from the local authority services to schools prospectus, confirming that this was in line with previous years. In reply to questions, he reported that the kitchen maintenance had been left with the local authority.

GB/25/20 Head teacher's report

The head teacher presented his report which had been circulated previously, and highlighted the following matters:-

Pupils

The head teacher reported that under normal circumstances, the school was full with 342 pupils on roll with 4 appeals against admission decisions received which were pending. In response to questions, he advised that in September, 2020, 29 children were expected to be admitted to the Nursery unit with plans formatted to provide for social distancing and inclusion of bubbles if necessary.

Pupil Attendance

Governors noted that the DFE had cancelled the requirement for pupil attendance to be recorded during the current situation. The head teacher reported on the number of pupils currently attending which had increased weekly from an original 96 children on 1st June,; 126 on 8th June; 130 on 15th June to 159 on 22nd June, 2020. This was the maximum possible taking into account the requirement for social distancing. The head teacher advised that currently no fines for non attendance were levied although this policy would be reviewed in September, 2020 following the full opening of the school.

Pupil Behaviour

The head teacher reported that pupil behaviour was generally good with no exclusions, racially motivated incidents or instances of bullying reported and no physical interventions being required during the term. He reported that 1 pupil was a cause for concern, having threatened to spit on another pupil. The child had been isolated and the parents involved.

Governors noted that an interim behaviour policy had been introduced on 1st June, 2020 to provide guidance on social distancing and monitor the situation.

Staffing

This was considered as a confidential matter

Pupil Premium

The head teacher reported that there were currently 34 children in receipt of pupil premium grants and an additional 5 Service Children in school. The clerk reported that the level of pupil premium grants had been increased with effect from 1st April, 2020 to £1345 per child and a further £3190 for each service child.

Responding to questions, the head teacher advised that initially the school provided packed lunches subsequently moving to meal vouchers which were now available during the holiday periods. He anticipated that the number of cases would increase as the result of possible redundancies locally.

Health and Safety

The head teacher reported on the conduct of emergency evacuations with each group of pupils having a separate assembly point. Governors questioned the evacuation procedures involving social distancing and were informed that separate exits were used although in a real emergency the nearest route would be followed. The head teacher advised that the school gate was now operating correctly and was controlled through a mobile phone.

Assessment

Governors noted that formal assessments had been cancelled with SATS being postponed until July, 2021.

School Activities

The head teacher advised that both the breakfast and after school clubs had been cancelled due to the need to maintain social distancing bubbles although some provision was available for the children of key workers. In reply to questions, he reported that 1 parent had refused to send their child to school until the breakfast and after school clubs were re-instated. Whilst parents and children were generally happy with the school provision, the absence of the breakfast and after school clubs were missed by parents and pupils

Coronavirus

The head teacher reported that 1 family had tested positively for coronavirus and had been isolated. The school had followed guidance with all pupils in the bubble being sent text messages advising them to stay away from school and self isolate for the required period. Following the positive result, that classroom had been closed for the following day to permit deep cleaning. Governors noted that the school toilets were cleaned on a regular basis during the day.

In reply to further questions, the head teacher advised that a sibling of a child self isolating could attend school subject to no symptoms being identified.

The head teacher expressed his thanks to the staff for working above and beyond expectations and also thanked governors for their support which enabled the school to continue operating.

The head teacher was thanked for his report and for his efforts to ensure the school continued to provide for pupils as far as possible.

GB/26/20 Update on appraisal process for head teacher and staff

It was noted that the Head Teacher's annual performance appraisal review had been carried out during the autumn term with Mrs D Lichfield acting as Independent Advisor with the Chair and Vice Chair being Appraisal Governors. Governors noted the ongoing appraisal process with the head teacher and members of the senior leadership team meeting staff either remotely or in school to ensure the appraisal process continued. Advice from the DFE regarding the importance of the appraisal process was noted.

GB/27/20 Information from the Corporate Director

Nottinghamshire's Special Educational Needs and Disabilities Policy 2020-2023
The Clerk reported on the revised SEND policy which had been approved and published by the Local Authority and which took into account significant changes in SEND, including the replacement of Statements of Special Educational Needs with EHCP's and which also extended their range from 18 – 25 years. The new Policy also provided for the greater involvement of families and children in the discussions.

The significant increase in the demand for SEND services had also been taken into account and had been developed following extensive consultations. The actions required from Governors to ensure compliance with the revised policy was noted and it was Resolved: That the report be referred to the Pupils and Strategic Development Committee for further detailed consideration.

Strategy for Improving Education for All

The Clerk reported on the local authority's revised strategy for improving education for all with the focus on the most vulnerable and disadvantaged pupils and was designed to build on the Closing the Gap strategy.

As part of the strategy, governors would be required to identify groups of pupils most at risk of under-achieving and also the major barriers to learning. In noting the revised strategy, it was

Resolved: That the report be referred to the Pupils and Strategic Development Committee for further detailed consideration.

GB/28/20 Receive report from the Designated LAC teacher

The head teacher reported that whilst there were currently no looked after children in school, provisions were in place to meet any requirements should children be admitted at a future date.

GB/29/20 Communication

From chair

The Chair presented no correspondence

From head teacher

Regular briefings on the coronavirus pandemic together with information regarding the continued opening of the school for children of Key workers together with plans for the admission of year 6 and F1 children.

From clerk

Regular Coronavirus Information Notices from the Local Authority which had been circulated to all schools.

The Second Spring Term edition of the Governor newsletter in which the following was highlighted:

- Governor Services
- Advice on the appointment of Governors
- Governor Conference – 14th November, 2020
- Head Teachers Report template
- Safeguarding Governor Focus Group
- HR service provision
- Revised Pupil Premium rates
- Nottinghamshire Collaboration Network
- Community use of schools
- Increase in Pupil Premium Funding

The April Edition of the Governor Newsletter in which the following was highlighted:

- Information on the holding of Virtual Governor meetings.
- Key Issues for Governors during the school closures

- Tips on Virtual Meetings
- Membership Guidance
- News from NAGS including Governor of the Year Competition

The June Edition of the Governor Newsletter in which the following was highlighted:

- Information for governors regarding virtual meetings
- Governor recruitment and elections
- Safeguarding audit for 2020/21
- Nottinghamshire Youth Crime commission survey on Exploitation and abuse
- RSHE consultation with parents
- HR advise on performance related pay
- School Teacher's Pay 2020
- Schools Finance update
- Anti Bullying programme
- School Premises.

GB/30/20 Approval of in-service training days

Resolved:

1. That In-service training days be approved as follows:

- 1st September, 2020
- 18th December, 2020.
- 12th February, 2021
- 1st April,, 2021.
- 28th July, 2021.

2. That if considered necessary, the head teacher be authorised to change the in-service dates to accommodate presenters availability

GB/31/20 Governor monitoring visits

It was reported that because of the coronavirus pandemic and the closure of the school, no formal monitoring visits had been carried out.

The clerk reminded governors of the importance of governors maintaining links with the school and its staff, suggesting that monitoring could be conducted remotely by telephone, skype or other media platforms.

The head teacher advised that as soon as possible, the formal programme of monitoring would be resumed.

GB/32/20 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors impacted on outcomes for pupils through consideration of progress reports, analysis of data, including the Data Dashboard and Raise on Line reports, observational visits linked to subject areas, review of school policies, challenges to the head teacher and staff and review of pupil attainment in respect of which the head teacher was required to provide convincing proof and evidence of progress.. School leaders were to account by frequent observational visits, regular challenges to the senior leadership team, questioning reports and data provided, discussions on the strategic direction of the school and information regarding school achievements and activities. By seeking responses to governor's questions on why things were done, how those activities worked and when interventions happened. Governors had developed higher levels of skill and expertise through

training and their roll and effectiveness was confirmed by their having a sound understanding of the school's performance and priorities.

GB/33/20 Confirmation of dates for 2020 - 2021

Resolved: That future meetings be held as follows:
Autumn term 2020 – 12th October, 2020 at 6.00pm
Spring Term 2021 – 8th February, 2021 at 4.00p,
Summer Term 2021 – 21st June,2021 at 6pm

Clerk to the Governing Body

The Chair advised that this was the last meeting at which Denis Baker would be attending as clerk following his decision to retire from the service. He thanked Mr Baker for his long service as clerk to the governing body and extended best wishes for the future to him.

Denis Baker responded suitably, thanking governors for their support and also wished the school and governors' best wishes for the future.

GB/34/20 Determination of confidentiality of business

resolved

That with the exception of reports relating to the school budget, Staffing, Pupils, and other items within the head teachers report and minutes of committee meetings, all papers and reports be made available as necessary

The meeting closed at 7.25pm.

Signed:



(chair)

Date: 12/10/2020

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