

MINUTES OF MEETING

School: Holly Primary School
Meeting title: Spring term meeting of the governing body
Date and time: Monday 8th February 2021 at 6.00pm
Location: Virtual via Zoom

Membership

'A' denotes absence

Mr D Bennett
Mrs S Charles
Mrs E Crawford
Mrs L Harper (Vice Chair)
A Mr N Roebuck (Chair)
Miss J Salter
Mr N Smith
Mr D White (Headteacher)

In attendance Sarah Saxton (clerk to the governors)

GB/01/21 Apologies for absence

Action

Apologies for absence were received from Mr Roebuck due to work commitments.

It was

resolved

that the governing body consent to these absences.

GB/02/21 Declaration of interest

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

GB/03/21 Review of membership

Prior to the meeting the Headteacher received an email resignation from Mrs Rebekah Gear due to not having the time to support the school in the way she would like to.

CLERK

The clerk highlighted the following vacancies on the governing body:

Two Co-opted governor vacancies.

Mrs Harper's term of office as a Parent governor was due to end 21st March 2021.

Mrs Harper expressed her interest to remain on the governing body. The Headteacher suggested that Mrs Harper is reappointed as a Co-opted governor.

All governors agreed to reappoint Mrs Harper as a Co-opted governor.

CLERK

One Local Authority governor vacancy.
Due to Covid-19 restrictions this is ongoing.
Two Parent governor vacancies.
A parent governor election will take place week commencing 8th March 2021.

HEAD

There is currently no upcoming end of term of office.

GB/04/21 Approval of minutes of autumn term meeting and any additional special governing body meetings

The minutes of the autumn term meeting held on Monday 12th October 2020, having been previously circulated were confirmed and signed by the Chair.

Review of actions

All actions have been completed or are discussed within these minutes.

GB/05/21 Receipt of minutes and approval of policies from committees and working parties

The minutes of the autumn term Finance and General Purposes Committee held on Monday 30th November 2020, having been previously circulated were confirmed and signed by the Chair.

Review of actions

All actions have been completed.

The school budget is due to be released on the 22nd February 2021. The School Business Manager and the Chair are meeting on the 23rd February to work together on the budget setting process. A Finance and General Purposes Committee date will then be set.

**SBM
CHAIR**

Approval of Finance Policy

Governors unanimously **agreed** to approve the Finance Policy.

GB/06/21 Headteacher's report

The Headteacher discussed the following areas of his report which had been previously circulated on GovernorHub.

Update since 5th January 2021 National Lockdown

The Headteacher received zero Section 44 requests from staff at the school.

The Headteacher informed governors that he has been shocked by the ever-increasing number of requests for Key Worker/Vulnerable places in school. Currently the school is over 1/3 full on a daily basis with 136 children attending. So far the school have not turned any requests down however, the school is now reaching a tipping point of safety versus provision. Recent requests have been accepted on a part time basis. The Year 4 cohort has the greatest number of children currently attending with 23 children on the register and approximately 19 children per day coming to school.

Remote Learning

Remote blended learning is working well, and the school have received very positive parental feedback. Tapestry is used for the Foundation Stage and Microsoft Teams is used for Years 1-6. There is a staff rota system in place to ensure all staff have the same amount of time teaching in school and teaching from home. Teacher's workload has increased due to the overlap of teaching in school and remote teaching.

A very small number of families are not accessing the work. Vulnerable children not in school receive a welfare call once per week and staff are in daily contact via Yammer.

The DFE allocated 6 electronic devices to school to support remote learning, 5 of these have been lent out.

Staffing

Mrs Topliss and Miss McGuinness remain on maternity leave and will return in July 2021.

Miss Beety will begin her maternity leave in February 2021.

Miss Still is an expectant mother. An individual risk assessment has been carried out and Miss Still remains working in school. A re-assessment will take place at 28 weeks.

Miss Linley joined the school as an NQT in January 2021.

Miss Daffern left her post as Mid-Day Supervisor in November 2020.

Mrs Jenkins began her post as Mid-Day Supervisor in January 2021.

One Teaching Assistant and one Mid-Day Supervisor are not currently working in school due to being classed as clinically extremely vulnerable. The TA is working from home.

The Lateral Flow Testing for staff has been in place for two weeks and takes place every Wednesday and Sunday. No positive results have been recorded.

FSM

Free school meal families have been provided with weekly food parcels. The uptake has been very low with only 4 out of 26 families wanting them. The food parcels will change to £15 vouchers for Asda over the school holidays.

There are currently no LAC children in school.

There are 21 children with SEN support.

All children who receive extra funding have been offered a vulnerable placement.

2 out of 5 have accepted the place.

Current school improvement priorities

The current priority whilst school remains closed to the majority of children is to develop a school wide strategy for blended learning that secures a continuation of intended learning. The Headteacher stated that overall the blended learning in place is working very well. Mrs Harper agreed that the effort the teachers have and continue to put in, is second to none. Miss Salter commended the staff for the brilliant online lessons and agreed that it is amazing that what is being provided online is also being taught in school. Miss Salter added that parents are also learning a lot about how children are taught in school which is great. Miss Salter anticipated that children's social skills will also be an area for focus upon the schools return.

Health and Wellbeing

Staff and children's health and wellbeing continue to be at the forefront at Holly.

Miss Beety led a successful whole school mental health focus week, week commencing 1st February 2021.

The school have noted an increase in parental anxiety.

Catering contract

The Headteacher highlighted a future finance decision for consideration. If the school continue to buy back the Catering contract service from NCC catering it is a

cost of £4000 per year which includes any services and repairs. If the school get the catering equipment serviced themselves, it would cost £1000 per year but they would then have to pay for any repairs/replacements that occur. The Headteacher included a list of all costs on GovernorHub for governors to consider.

The Headteacher emphasised how well the current Year 2 children did in their Year 1 Phonics Test in October 2020, 90% of the cohort passed.

A governor **asked** how everyone is coping during this stressful time?

The Headteacher agreed that it is a very stressful time but assured governors that staff are coping. The staff rota system is helping to ensure staff have a balance between being in school and working from home. The biggest difficulty is when staff have to isolate/await test results, this puts added pressure on other staff members. Internal staff arrangements have worked so far.

No staff members have been absent from school due to stress related reasons.

One staff member is currently off due to a family bereavement and other staff members have rallied round to help.

A governor **questioned** if many families reported not having electronic devices?

Very few families, the most difficult thing has been for families with 2 plus children who are having to share devices.

GB/07/21

Approval of (if applicable)

School budget

The school budget is deferred to the next Finance Committee.

FINANCE

Scheme of Delegation for 2020/2021

The Scheme of Delegation is available on GovernorHub and was approved at the autumn term meeting.

Schools Financial Value Standard (SFVS) for 2020-2021

The SFVS will be completed by the School Business Manager and the Chair ready to be submitted to the NCC schools finance team by 31 March 2021.

SBM
CHAIR

Year-end re-forecast

The year-end re-forecast is deferred to the next Finance Committee.

FINANCE

Services for schools

The Services for Schools will be completed at the Finance Committee.

FINANCE

Consideration was given to buying into swimming this academic year. During 2019-2020 the school were charged £3000 for the Year 5 children to go swimming but due to the pandemic they were unable to go, and no refund was given. The Headteacher stated that it would be £3000 for this years Year 5 children to go swimming and although swimming is regarded as being highly important, it is unknown if swimming will go ahead.

A governor **queried** if it would be worth sending a questionnaire to parents to find out if their child can swim and if they take their child for swimming lessons?

The Headteacher agreed this would be beneficial and will formulate a questionnaire.

HEAD

School National Lottery Terms and Conditions

Mrs Harper explained how the School National Lottery works and its benefit to the school.

Since the school have been unable to raise any money through fundraising events since the pandemic began, the School Lottery would be a fun and effective way for to raise funds. Tickets are £1 each and 40% from every ticket sale gets paid back to the school.

A governor **asked** how often does the school get the pay back?

The school would need to sign up for one year and the 40% pay back would be received every month.

A governor **questioned** what would happen if no one wants to buy a ticket?

Nothing, there is no minimum or maximum required ticket sale.

Mrs Harper reassured governors that this will not create more work for school staff as the School Lottery deal with all queries.

Mrs Harper would be happy to run this fundraising for the school and will inform the council if governors are happy to her to do so.

All governors **agreed** for the school to sign up to School Lottery.

LH

GB/08/21 **Update on appraisal process for Headteacher and staff**

The Headteacher's appraisal is ongoing. Due to the current Covid-19 situation time frames have now been missed. The Headteacher requested deferring his appraisal to September 2021 and in the meantime the Education Improvement Service will be contacted to request the details of available advisors.

All governors **agreed** for the Headteachers appraisal to be deferred.

The appraisal governors are Mr Roebuck and Mrs Harper. Mr Smith quality assures the process.

HEAD

The appraisal process for teaching staff continues. Team leaders are working alongside staff to adapt targets in light of the move to remote learning.

GB/09/21 **Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems**

The confidential file audit was completed by the Headteacher and Mrs Crawford (Safeguarding governor) on 19th January 2021 and sent to Cheryl Stollery.

The Headteacher updated governors on a recent safeguarding case.

GB/10/21 **Information from the Corporate Director for consideration and action**

- Blended Learning
- Considering Everyone's Wellbeing in Schools: An Update
- Children Missing Education Strategy

The clerk highlighted the above reports and the governor actions.

GB/11/21 **Communication**

From chair

There was no further communication from the Chair.

From headteacher

There was no further communication from the Headteacher.

From clerk - Governor Newsletter – Spring term 1st edition

A number of articles were highlighted for governors to note including:

P2) School governance update

P3) Updates to Government Guidance for Schools

P8) The annual spring term audit of the management and recording of child protection, safeguarding and confidential files.

P9) Speak out. Stay Safe Online Programme

P10) Tackling Emerging Threats to Children Team Update

P12) New Headteacher Standards'

P13) Heads and Chairs' Briefing sessions – 2021

P14) Governor Learning and Development

GB/12/21 Report from training co-ordinator including review of governor training requirements for 2021

Miss Salter informed governors of a Training Matrix that she is going to put on GovernorHub and requested that all governors complete it in order to see if there are any skills gaps within the governing body.

ALL

Mrs Charles has completed the New Governor Induction training sessions and has registered for more training during the Spring term.

GB/13/21 Agree committee structure and membership of committees

Governors **agreed** to continue with the current committee structure:

Finance, Personnel and General Purposes Committee

Pupils and Strategic Development Committee

Pay Committee

The membership of committees will remain the same and will be reviewed as and when new governors join the governing body.

HEAD

GB/14/21 Appointment/re-appointment of link governors

Link governors will remain the same and will be reviewed as and when new governors join the governing body.

HEAD

GB/15/21 General Data Protection Regulations

Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)

The DPO is Mr Dan Bennett.

The SIRO is the Headteacher, Mr Duncan White.

Report from the DPO and Information Governance Governor

There have been no new data breaches and no subject access requests.

GB/16/21 Governor monitoring visits

Due to the current Covid-19 situation visits into school have not been possible. Governors are kept up to date with important information via GovernorHub and email.

GB/17/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors remain supportive of the Headteacher and all the changes that are occurring due to the Covid-19 restrictions.
Governors continue to receive a range of useful documents giving them a good vision of what is happening in school.
Governors engaged in detailed discussions and asked questions about staff and children's wellbeing, remote learning, catering contracts, swimming and the School National Lottery.
Governors remain pro-active in developing and fulfilling their roles through online training and virtual meetings.

GB/18/21 Confirmation of dates for 2021-2022

The governing body

agreed

Summer term 2021 – Monday 21st June 2021 at 6.00pm

ALL

GB/19/21 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 7.25pm.

Signed:



(chair)

Date: 21.6.21