

MERSEY VALE PRIMARY SCHOOL GOVERNING BOARD MINUTES

SUMMER TERM 2020

Date: 29 June 2020

Time: 6pm

Venue: Video Conference

GOVERNORS PRESENT

Dr W Goundry (Chair), Mrs J Mullane (Headteacher), Ms M Akhtar, Ms A O'Brien, Mr S Farrell, Ms A Harrington, Ms S Ingle-Raja, Cllr T McGee, Dr A Nassar

IN ATTENDANCE

Mrs A Paterson Governor Support Officer
Mrs C Varetto Associate Member (DHT)

1. **WELCOME AND APOLOGIES FOR ABSENCE**

Governors were welcomed to the meeting and reminded of the school motto.

Apologies were received and accepted from Mr T Gough who had taken a temporary step back from the board due to work commitments.

There were no other apologies received.

2. **DECLARATION OF BUSINESS INTERESTS**

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

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**

No declarations were made.

4. **LEADERSHIP REPORT**

The Leadership Report had been circulated to the governors prior to the meeting and questions were invited. The following updates were highlighted:

Vulnerable / SEN children - regular contact was made. Additional risk assessments were in place for children with an EHCP. Parents were encouraged about the benefits of children attending school. A timeframe was in place for reviewing SEN plans; some would take place next week.

More year groups had opened up to children returning and staff who were unable to be in school continued to work from home.

Food vouchers had been arranged for eligible families over the summer break.

The Headteacher referred to a slight change in the layout of the report with headlines, pupil premium data and activities by governors. School improvement priorities were noted.

Governors discussed the work which had taken place in school.

Home learning grids – parents feedback was invited. Staff praised the resilience of children who had adapted to changes in school and social distancing measures extremely well.

School Improvement plan

Target 1 – Reading and Phonics to continue next year.

Target 2 – Curriculum – Ms Varetto talked about what had been completed during lockdown. Knowledge organisers were in place.

Target 3 – Presentation and handwriting – this would continue in a slightly different format. It was proposed to incorporate this into an action plan within each subject area.

Photographs of work had been submitted to Stepping Hill hospital; this showcased children's abilities. Communication between staff, parents and children was praised.

Is it too early to teach children how to think about presentation in a mind map? Creativity was highlighted, particularly within EYFS and learning through play. It was essential for children to learn how to present letters correctly at an early age.

Parents were happy with the effort of teachers and governors commented that this should be celebrated. The Headteacher talked about the end of year survey to parents. A new website was underway; it was suggested to invite parents comments via text / video to post on the website. The Headteacher agreed to look into this and follow up with parents. **ACTION**

Reporting to parents on assessment levels of pupils – ***What are the thoughts on reports and transition?*** The Headteacher explained the new government guidance issued this year about shorter reports. Assessments would be completed earlier than usual in the term.

Reporting for year groups – ***how do you think the children have worked in terms of effort / engagement and key objectives in English and Maths?*** The chair suggested to ask parents for their thoughts; it was agreed that the chair and SLT would look into this. ***What can we do now to prepare for the return in September?*** Feedback from parents could help.

The governing board AGREED the proposed 3 SIP targets for next year.

A governor asked about the government catch up plans for pupils. The amount of funding was unknown. The Headteacher had shared link to the Education Endowment Fund link for information. Governors discussed different funding streams.

p4 – section 2 – Overview of what has happened since closure 20 March 2020 for education in school and home learning.

Behaviour and Attitudes – Class Dojo had been an invaluable resource during the term with 237 messages sent home, 70 stories shared, and 100% positive feedback received from the parental community over the past week alone.

Attendance – there were currently 5 bubbles in school with around 10/12 children in each. Government guidelines were discussed. The Headteacher described how the classes were set up in school with outdoor space available for all classes.

Some schools had reported a sharp increase in the number of key worker children – has this happened at school? The Headteacher explained how the different groups were managed, there were very stringent procedures in place and no issues to report.

p7 – Ways forward for all children – governors noted that established plans and routines were in place.

Risk Assessment – this was reviewed today, shared with staff and approved by governors.

The Heaton's post article was noted.

Ofsted inspections – a meeting in preparation for this had been postponed due to lockdown.

Staff health and wellbeing – are staff sufficiently resilient? Yes. There had been careful planning around groups of staff who worked well together and opportunities for staff to share any concerns before they return to work. Members of the SLT were commended for all their hard

work during the holidays. **Will there be any plans for a paid for childcare provision?** This was being arranged by the LA.

Have you done circle time with children? Yes; lots of work was in place around positive mental health and children's understanding of the situation. Ms Varetto had completed safeguarding training around the impact of this and how to deal with any safeguarding issues which may present themselves.

Has the school done anything around Black Lives Matter? A discussion had been held in Year 6. **Can we hold assemblies about this?** The Headteacher and Deputy Headteacher undertook to make plans to address this from September. **ACTION**

Governors discussed diversity within school. Governors praised the community focus of the school.

The Headteacher updated the governors upon matters arising from the Report:

- Arrangements for key workers' children and vulnerable pupils
- Reporting to the DfE on daily numbers

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

The governing board appreciated the hard work of staff during COVID- 19 and commended the positive feedback from parents.

5. RESOURCES

a) Budget Update

Governors were referred to the minutes from the Resources committee meeting. The following was highlighted:

Impact of COVID-19 expenditure – additional hand sanitisers and related consumables had been a cost of around £2-3000. It was expected that these costs would be covered by the government funding. The SBM would make a claim, a refund of approximately £5000 was anticipated. There was no major negative impact on the budget due to Covid-19.

FSMs – messages had been sent to parents with an entitlement checker. This would help to identify any additional costs due to increased numbers of meals.

COVID fund – **Could school use this funding towards staff training?** The SBM explained the purpose of the cost centre and what this could include.

b) Approval of Budget 2020/21

Governors duly APPROVED the budget which had been submitted to LA.

6. BUSINESS

a) Full Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 2 March 2020, copies circulated previously, be approved. The Clerk undertook to provide a paper copy of the minutes for the Chair's signature **ACTION**

b) Action Points from the Previous Minutes

The actions raised at the spring term meeting were duly reviewed. It was noted that some actions had been delayed due to COVID-19 restrictions and that visits would take place when possible.

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
3	Free event workshop at Manchester University - Ms Akhtar to send details to the Headteacher to share	Ms Akhtar	Completed
3	Trio review days - The Headteacher agreed to share the anonymous report onto the website for governor's information	Headteacher	Completed
5a	The SBM advised that the current NGA link to the Skills Audit was incorrect; once updated this would be re-shared for governors to complete	SBM	Completed
5a	It was agreed that governors would make arrangements to visit the school once per year during school day.	Governing board	ONGOING
5a	Staff meetings - The Headteacher undertook to share the SIP timeline with relevant staff meetings identified for governors.	Headteacher	Completed
5a	SDP - Governors to have an understanding of the new Ofsted framework and how it relates to their role – to be added as a new action	Development Governor	POST MEETING
5a	Extra meeting to be arranged at the beginning of September in preparation for updates on the Ofsted framework.	Headteacher / Chair	POST MEETING
5e	Governors were requested to submit a short bio and a picture to the SBM by end of week for the school website.	Governing board	6 March 2020
7b	Health and Safety walkabout – Dr Nassar agreed to attend and would liaise with the SBM to arrange.	Dr Nassar / SBM	POST MEETING
8b	Governors to be invited from 4.30pm on Monday 29 June 2020 for book look, subject leads. The Headteacher would confirm details by the end of March.	Headteacher	By 31 March 2020
8b	Learning Walks – governors were advised to arrange with Ms Varetto.	Teaching and Learning Committee members	ONGOING

c) Committee Minutes

The minutes of the following committee meetings were noted by the governing board:

- Resources and Teaching and Learning committees (combined) 18 May 2020

d) Policies

The following policies had been circulated prior to the meeting, agreed at the relevant committees and were APPROVED by the governing board:

- Asbestos Management Plan
- Asbestos Survey
- Manual Handling Policy
- Mobile Phone Use Policy
- Consent Policy
- Lone Worker Policy
- Managing Stress Policy

- Data Protection Policy
- Food In Schools Policy
- Governor Induction Pack
- Home School Agreement with Respect Charter
- Looked After Children Policy
- Respect Charter
- School Charges and Remissions Policy

e) Safeguarding Policy Covid-19 Annex

The Covid-19 annex was noted by the governing board. This had been added to the governor area of the website.

It was suggested to include an opportunity for parents to advise staff on anything that they should be made aware of such as children who had taken on additional responsibilities or young carers.

Governors were advised that there had been an increase in domestic violence reports and reports to Childline during lockdown.

f) Governing Board Contingency Plans

The governing board discussed contingency plans in the event of the Chair and Vice-Chair being unavailable. Virtual planning and meeting arrangements would continue as required.

g) 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

7 BRIEFING PAPERS

Governors noted the guidance:

- Governance update
- Governor development
- Impact of Covid-19 on Educational Establishments
- Assessment update
- Information Governance – Virtual Meeting Platforms noted
- Schools Finance – completed
- Admissions Arrangements & Term Dates.

8. DATES - TBC

Full Governing Board and Committee Meetings - The Chair agreed to share proposed dates by email for governors to vote on. **ACTION**

9. ANY OTHER BUSINESS

When can the Breakfast club be re-offered? The current government restrictions were discussed. Governors noted the considerations for the autumn term.

Governors noted that the impact of COVID had disproportionately affected the most disadvantaged groups.

Is there any guidance from unions about breaks for SLT staff who had worked through the holidays? The Headteacher was waiting for further guidance to be issued.

Skills Matrix

The SBM offered to provide a pre- meeting presentation about financial processes for governors information in the autumn term. **ACTION**

Overall the skills of the governing board is very strong.

The chair commented that the virtual governing board meeting had worked well and welcomed governor feedback post meeting.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 7.35 pm.

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MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4	A governor suggested to invite parents comments via text / video. The Headteacher agreed to look into this and would follow up with parents.	Headteacher	Post meeting
4	<i>Can we hold assemblies about Black Lives Matter?</i> The Headteacher and Deputy Headteacher undertook to make plans to address this from September.	Headteacher and Deputy Headteacher	September
6a	The Clerk undertook to provide a paper copy of the minutes from 2 March 2020 for the Chair's signature	GSO	Next GB meeting
6g	Governors to update GovernorHub contact details if necessary The Clerk undertook to send up to date information through to the School Business Manager for submission to Get Information About Schools (GIAS)	Governing board GSO / SBM	End of July
8	Full Governing Board and Committee Meetings - The Chair agreed to share proposed dates by email for governors to vote on.	Chair	Post meeting
9	The SBM offered to provide a pre- meeting presentation about financial processes for governors information	SBM	Autumn term