

**Local Governing Body Meeting
Monday 20th July 2020 at 4.00pm (Virtual)
Minutes**

Present:

Matt Whitehead	Executive Headteacher
Beverley Burrows	Headteacher
Lee Jamieson	(Chair) Co-opted Governor
Mike Gallagher	Co-opted Governor
Debbie Bradley	Staff Governor
Gemma Davenport	Co-opted Governor
Rev A Stanton	Foundation Governor
Sam Collins	Parent Governor
Kate Dean	Foundation Governor

Apologies:

None

In attendance

Danielle Wood Clerk

Any text in red bold italics represents a Governor question (Q); challenge (C); Governor and/or clerk support (S). Black bold upright represents decisions and actions.

1. Welcome, Introductions & Opening Prayer

- Governors were welcomed to the meeting by Mr L Jamieson. The opening prayer was led by Rev A Stanton.

2. Apologies for Absence

- There were no apologies for absence received.
- The Chair informed governors about the appointment of a new Foundation Governor, Rev A Mitchell.
- Governors were informed about the resignation of Mr M Gallagher who had been a governor at the school for many years. Governors commented on the great loss to the governing board.

3. Declaration of Non/Pecuniary Interest

- There were no declarations made.

4. Minutes of Previous Meeting held 22nd June 2020

The Minutes of the previous Meeting held 22nd June 2020 were approved as a true and accurate record.

- ACTION: Governor's thoughts about the school purchasing International Early Years Curriculum were welcomed and the Headteacher requested that governors send all feedback to her by Friday.

The Headteacher reported that all feedback received was positive and the package was purchased and members of staff are excited to be planning lessons.

- ACTION: Rev A Stanton agreed to discuss the re-appointment of Mrs K Dean with the PCC.

As previously advised, Rev A Mitchell has been appointed and it was noted that she has a keen interest in Early Years.

- ACTION: The Headteacher highlighted that the governing board needs to appoint link governor roles for SEND and EYFS. It was agreed that an Inclusion Governor be considered.

- ACTION: The clerk was asked to ensure that Transition was added to the next meeting agenda.

5. Covid-19 amendments to the Admission arrangements to Trust Schools for 2021 due the closure of Places of Public Worship.

The Chair confirmed that this would not affect St Elisabeth's school however governors should note the information.

6. Headteachers report

- Preparations for September and outline recovery plans to readmit children to school
- Risk Assessment for full school opening September 2020
- Annual reports / attainment measures used
- Staffing update

The Headteacher advised that the school would be following the guidance outlined in the DfE guidance document for schools wider reopening and ensure that everything is in place.

PHS would be attending the school to install wall mounted hand sanitizers over the summer holidays. The Headteacher proceeded to read aloud a document detailing the procedures in place at the school.

Items highlighted in yellow are to be completed.

Governors heard that where required Covid-19 tests have been arranged for children and so far they have all been negative, members of staff have also had tests which have been negative.

The Headteacher proceeded to explain the bubble arrangements at the school. Governors heard that there are 24 children joining the school nursery in September, with only 7 attending full time. It has been decided that the children staying in the afternoon would move over to the reception class as they only have 22 children per room and this was considered to be a more effective way to allocate members of staff.

The Headteacher referred to a document entitled 'September reopening', she advised that information would be shared with all families in a letter.

Governors were advised about the arrangements for assemblies, as it will not be possible to hold these from September. The Headteacher and Mrs A Lancashire would be visiting a class each and spending up to 10 minutes there, Rev A Stanton may also be included and asked to visit individual classes.

The Headteacher advised that Mr D Brazil, CSS Senior Officer, had supported the school with interpreting the guidance.

The Headteacher explained that she was considering having key stage one as a single bubble, however Teaching Assistants were attending phonics training this week and they would then be able to deliver phonics lessons and remove the requirement for a larger key stage 1 bubble.

Governors heard that the school has invited vulnerable children to attend school for a transition session and this has been extended to children who the school has identified would benefit from this opportunity.

Each class teacher has produced a moving class booklet which includes photographs of the classroom and key areas and a photograph of the new teacher. These would be sent to children this week.

From September attendance would be mandatory for all children and the attendance policy would be in place and adhered to. The Headteacher commented that there may be some families who will take the opportunity to go on holiday and this is a concern for attendance.

The Headteacher explained that if children are absent from school due to shielding the teachers would be offering online check ins and uploading work for them to complete.

A whole school safeguarding meeting was held with the Family Support Worker and all Designated Safeguarding Leads at the school. Ms Ruth Bankier has contacted families of children joining the school nursery.

Confidential Appendix I

Curriculum information was available on the school website for parents to review ahead of the autumn term.

Children would be expected to wear school uniform from September, concerns have been raised regarding the creative hairstyles some children have and how the school must outline the expectations for September.

Curriculum

Children would be returning to school on Thursday 3rd September 2020 and the school would focus on wellbeing for the first few days.

Transition arrangements were in place for nursery and reception children, the Headteacher provided details for governors.

The Headteacher explained that the school had discussed assessment and whether it was considered to be appropriate and it has been agreed that assessments will not take place early in the term. The baseline assessment would be used in reception.

Information had been sent home to parents of children in reception and year one regarding phonics as this will be a key focus area.

The Headteacher discussed the sports arrangements at the school. The school had previously moved to Manchester City and they offered a £1,000 reduction in price if the school continued to buyback their services. Staff and pupil voice surveys were conducted to find out opinions on the service and the outcomes were not very positive. Alternative options were therefore explored.

Governors heard that a Stockport county coach who used to lead sessions at the school has started his own business. The school would be able to request that a qualified PE teacher attend and as requested by members of staff they could support with teaching gymnastics. This was therefore the preferred option.

Q – It was previously mentioned that Rev A Stanton could visit individual classes for worship, could this be arranged for larger groups outside? This would be something to consider for class bubbles.

Q – How would the school continue to ventilate rooms during the colder weather, if opening windows is a fundamental part of the safety measures would the windows need to remain open? It just states to keep doors and windows open, the building gets very warm even in winter and therefore this is not a concern.

Q – What is your biggest concern from a physical space point of view, when the school was looking at ensuring 2 meter distance there was discussions regarding the physical restrictions of the building. Also, are there any areas of the risk assessment that governors should be concerned about? A maximum of three classes will be outside at any one time for playtime, transition times will be a difficult point and ensuring that we continue to do everything to reduce the spread of germs. The tables are not set up 1 meter apart, however this is still following the guidance as children would be in bubbles. The Chair added that there would be a focus on ensuring all adults observe social distancing in school.

Mr Whitehead stated that all comments from governors are appreciated and it is important that everyone remains vigilant. Mr Whitehead proceeded to share some statistics with governors, advising that all schools in the trust have remained open to key worker children and vulnerable children and there has not been a single case of Covid-19 confirmed in any of the trust schools. Members of staff who have tested positive have contracted the virus from people outside of the school and have not been in school.

Governors heard that whilst winter months will bring additional challenges, the school has implemented a lot of precautions.

Mr Whitehead commended members of staff and leaders for the work they have done so far to make the school as safe as possible. Governor's heard that members of staff have been incredibly positive and have a desire to be back in school. Leaders have worked tirelessly to plan the changes and reduce the risks. This has been monitored during Core Group Meetings and whilst pupil numbers will increase in September the school has all the measures in place necessary and will continue to follow the guidance.

A governor commented that all the work and plans in place sound incredible and they would just like to have an understanding of what is not on the paper.

Staffing

Confidential Appendix II

The Headteacher proceeded to discuss plans for next year, all classes and class teachers were read aloud.

Governors heard that teachers who were joining the school have visited the school and would be attending mathematics training.

Building Work Update

The School Business Manager listed work to be completed over the summer holidays: Replacing the Fuse Boxes, Drainage Work, Roof Work, Emergency Lighting to be replaced and once all completed decorating would be next. The School has been assured that the work will all be completed over the summer holidays.

Governors heard that Mr M Whitehead had submitted a bid for funding towards the costs of the work and £35,000 was secured leaving the school £5,000 to contribute.

The Chair shared his screen to present images of the work that would be completed around school.

The Chair advised that he had purchased cards and boxes of chocolates to give to members of staff on behalf of the governing board. The Chair read aloud the wording in the cards.

Annual Reports and Attainment Measures

The Headteacher explained that the school closed on 20th March 2020 and just before this the school had held a parents evening. Data was shared about individual children and where they were up to at this point. Further data has not been included in the most recent reports.

In September the school would use the data from march as the baseline data as this is the latest data available. It was acknowledged that children have had a significant amount of time away from school and therefore this data may not still be an accurate reflection.

The Headteacher was thanked for her report.

7. Executive Headteachers Update

➤ Budget Update

Mr Whitehead agreed to email budget information to the clerk to be uploaded on GovernorHub for governors.

ACTION

Mr Whitehead explained that the school joined the trust in November and therefore the budget was not based on a full 12 months. In November the budget predicted a £76,000 surplus figure and this has now increased to £100,000. It was explained that the increase was partly due to income received from Pupil Premium Grant and Universal Free School Meals income whilst the school has not been fully open. Increased costs related to Covid-19 were noted.

Governors noted the healthy budget plan and were advised that the School Business Manager would be circulating a 3 year budget forecast.

Mr Whitehead highlighted that the forecast is based on assumptions and therefore will be subject to change.

The meeting heard that the school is awaiting further information regarding the government

Covid-19 catch up support fund for schools, this is expected to equate to around £80 per pupil and will be used to enhance pastoral support.

Mr Whitehead explained that schools will have the flexibility to allocate the funds to areas which they consider to have the most impact, however there will be a high level of accountability regarding how the money is allocated.

Q – Are there any initial plans for how the Covid-19 catch up funds will be allocated?

We need to assess where the gaps are first and review the guidance for allocating the funding. Once further information is shared the school will begin to decide how to allocate the money.

The Headteacher advised that she had spoken to colleagues in other Stockport schools and one of the schools is looking at an intervention programme called 'On track for Maths and on track for English'. Governors heard that the school would be looking at whether this would meet the needs of the school.

Q – Has the school received refunds for school trips booked for September onwards?

There was only one year 5 trip which a deposit had been paid for and this will be used towards the next trip.

8. GB matters

Mr Whitehead advised that Mr Nick Bundock had advertised for Foundation Governors in the parish newsletter and received a high level of interest. Mr Whitehead would seek further information about how this could support the school with governor recruitment.

- Link Governor roles for 2020/21

Governors formally approved the following areas of responsibility for Link Governor Roles from September 2020:

- Curriculum Overview – TBA
- Development Governor –
- EYFS - Rev Alison Mitchell
- Finance Governor- Gemma Davenport
- Health and Safety Governor – Lee Jamieson
- Literacy Governor – Lee Jamieson
- Maths Governor – Kate Dean
- Pupil Premium Governor – Lee Jamieson
- Safeguarding and LAC – Rev A Stanton
- SEND Governor – Mrs S Collins
- Sport and Wellbeing – Lee Jamieson

Q – Are we moving towards being a Voluntary Aided School? As an academy school Voluntary Aided and Voluntary Controlled does not apply. St James and Emmanuel Trust would like St Elisabeth's to consider increasing the number of Foundation Governors from three to six, however Rev A Stanton would need to advise on whether the Parochial Church Councils (PCC) would be in agreement. Mr Whitehead stated the importance of governors joining the board who share the foundation ethos of the school.

Rev A Stanton stated that she would potentially be able to recruit four Foundation Governors

from the church community, however beyond this it would be a challenge.

Mr Whitehead explained that Mr G Stevenson had been unable to attend meetings and therefore the trust may need to appoint a different member to support the school. Mr Whitehead proceeded to discuss the benefits of increasing the number of Foundation Governors on the board and that the trust would like St Elisabeth's to consider a total of eleven governors on the board with six Foundation Governors.

The governing board currently has a vacancy for a parent governor and the Headteacher explained that the advert can include a note to say that the school would like candidates who are driven by the school ethos.

Q – Do Foundation Governors have to be members of St Elisabeth's parish church? The PCC at St Elisabeth's would be looking to appoint three foundation governors from the church community and three additional active members of other churches.

Mr Whitehead reported on an application received from a prospective foundation governor who has experience working in an administrative role for the Diocese.

9. Any Other Business

➤ Strategic Planning 2020/21

The Headteacher explained that she had spoken to the Chair regarding arranging a meeting for governors and members of staff to discuss the strategic direction of the school for the next academic year. The Headteacher stated that she has lots of ideas to share and would like the opportunity to discuss these with members of staff and governors.

5:37pm The Headteacher lost connection and left the meeting

The Chair proceeded to discuss the importance of addressing how the school will move forward and support children after the recent unprecedented situation relating to Covid-19. Children have been away from education for a considerable amount of time and they will need a lot of support as they return to school.

5:39pm The Headteacher joined the meeting on her phone

The Headteacher explained that she would also welcome governor involvement with the School Evaluation Form (SEF) and reviewing the previous year action plans.

The meeting proceeded to discuss the most suitable time to hold a meeting to ensure it is the most effective use of time. Mr Whitehead explained that the SEF will need to be completed once children have returned to school and leaders can assess the gaps in learning and areas of focus.

Mr Whitehead updated governors on Ofsted Inspections which would not be taking place during the autumn term, visits from HMI may take place in some schools.

Governors proceeded to discuss a potential date to hold a strategy meeting to discuss the SEF.

Following a discussion, governors agreed that a meeting be scheduled in the early autumn term to commence at 1pm. This would be held in the church hall to allow governors to observe social distancing. The governing board development plan could also be discussed during this meeting.

The Clerk explained that due to the current guidance she would be unable to attend the meeting and therefore any discussions which require minuting would need to be discussed virtually.

10. Dates of future meetings

Autumn 2020

Tuesday 6th October 2020, 1pm – 5pm

The Headteacher agreed to plan the meeting agenda and governors agreed to meet in the church hall.

A meeting in the church hall would take place between 1pm and 3pm, followed by a business meeting 4pm -5pm to be held virtually and attended by the clerk.

Wednesday 11th November 2020, 4pm

Spring 2021

Tuesday 13th January 2021, 1pm

Wednesday 3rd March 2021, 4pm

Summer 2021

Tuesday 27th April 2021, 1pm

Wednesday 30th June 2021, 4pm

11. Closing Prayer

Governors said Grace at the close of the meeting.

Signed..... Date.....

Mr L Jamieson (Chair)

Meeting closed at 5:56pm

Summary of actions

- Mr Whitehead agreed to email budget information to the clerk to be uploaded on GovernorHub for governors.