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# SIDEGATE PRIMARY SCHOOL

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## Local Governing Body

17th March 2020, 5.30pm

### **Key elements of governance:**

- With the leadership of the school, establishing and sustaining the culture, climate, ethos and values of the school.
- Taking a clear role in holding the leadership of the school to account with regard to standards, i.e. knowing how the school compares against similar schools and nationally. Particular importance should be placed on levels of progress and attainment for all pupils generally, and vulnerable groups in particular. All governors should be aware of the standards achieved and through appropriate challenge of the leadership of the school, what is being done to continue to improve them.
- Ensuring that the school's financial management is robust, achieves a high level of value for money and complies with all audit requirements. This is public money and governors need to assure themselves that it is being spent appropriately and efficiently.
- Beyond the above, there are further responsibilities that need to be met by the LGB. They include:
  - Ensuring all Health and Safety requirements are adhered to;
  - Safeguarding and child protection;
  - Staff welfare;
  - How special education needs are met, including those of gifted and talented pupils;
  - Contributing to the performance management of the Head/Principal.

**Remember: Outstanding governors ensure an appropriate balance between strategic role and the operational role of the head and avoid getting drawn into parochial issues.**

**Rules for membership:** The committee shall consist of a **minimum of four** governors which will include the Headteacher.

**Quorum:** The quorum for a meeting of the Local Governing Body, and any vote on any matter thereat, shall be any three of the members of the Local Governing Body, or, where greater, any one third (rounded up to a whole number) of the total number of persons holding office on the Local Governing Body at the date of the meeting.

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|--------------------------------|----------------------------|--------------------------------|--------------|
| <b>Chair of the Committee:</b> | Tim O'Keefe (Acting Chair) | <b>Clerk to the Committee:</b> | Toni Cornish |
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**Attendees**

| <b>Name</b>       | <b>Governor Type<br/>Trust/Parent/Staff/Associate</b> | <b>Present/<del>Apologies</del>/<del>Absent</del></b> |
|-------------------|---|---|
| Matthew Ferrier   | Staff Representative                                  | Present   |
| Danny Howden      | Staff Representative                                  | Attendance not required                               |
| Mary Hallett      | Trust   | Present   |
| Wendy James       | Headteacher   | Present   |
| Kevin Lovell      | Parent  | Apologies   |
| Matt Moseley      | Trust   | Present   |
| Tim O'Keefe       | Parent (Acting Chair)                                 | Present   |
| Helen Quantrill   | Staff Representative                                  | Attendance not required                               |
| Jack Rich         | Trust   | Present   |
| Karen Wesley      | Trust (Acting Vice-Chair)                             | Present   |
| Heather Valentine | Staff Representative                                  | Attendance not required                               |
| Anna Heaven       | Observer  | Attendance not required                               |

## Sidegate Primary School Local Governing Body

### AGENDA ITEMS / MINUTES / ACTIONS

**17th March 2020, 5.30pm start**

|   | <b>Agenda Item &amp; Associated Challenging Questions</b> | <b>Items Discussed</b>  | <b>Actions to be taken</b> |
|---|---|---|----------------------------|
| 1 | Coronavirus Update  | <p>WJ provided Governors with a summary of how we have communicated with families.</p> <p>An action plan has been written involving increased hygiene, obtaining additional soap resources, sourcing cleaning products which kill the virus, school closure and an IT strategy for home working.</p> <p>Staff have been briefed and we have communicated with parents regarding social distancing. Visitors to school have been cancelled, together with events with large gatherings.</p> <p>The information regarding vulnerable groups has changed.</p> <ul style="list-style-type: none"><li>• Vulnerable staff have been sent home for isolation (22 in total). Staff were given the option to choose whether they wished to social distance due to underlying health conditions such as asthma. From Monday 23rd March those staff deemed vulnerable will not be in school.</li><li>• Some staff are seeking further information from their GP's.</li><li>• Teacher's Union are advising members in vulnerable groups/carers and those living with vulnerable groups that they should socially distance themselves.</li></ul> <p>WJ confirmed that we are confident with what we have been doing and have kept the Trust informed of our decisions (discussions held with ALT HR Director and Finance Director).</p> <p>WJ explained that should the school remain open, a contingency plan will be prepared based on staffing. We do</p> |                            |

not have the capacity for staff to put together home learning resources and have asked staff in their release time this week to plan for children to be in school for four days next week, outdoor activities (no new learning). On the fifth day we have asked families to keep children off school so teachers can plan beyond. No Government Guidance has been received to date with regard to home learning.

We are now considering what to ask teachers to plan for during their planning day next week, should the school close and children learn at home. We have Increased book loans from the library and children have been given exercise books for work at home. Dissemination of information will need to be approached once we know how much time there is before the school closes.

We would like to offer parents Chromebooks if they do not have IT facilities at home to decrease social disadvantage.

Hilltop residential visit has been cancelled as we cannot guarantee staff will be available or will be well enough. We hope insurance (RPA) will cover this. This has been discussed with the ALT Finance Director. We are exploring a weekend in July to rebook Hilltop.

After school clubs have been maintained this week but they will be suspended for next week.

Parent consultations will take place by telephone and not face to face.

Assemblies are being recorded and videos shared with families online.

The Y3 production will be videoed if it goes ahead.

We are looking at minimum staffing for next week (catering, nurture provision/breakfast club/cleaning).

Teachers have been cleaning classrooms before and at the end of each day. They have been fantastic.

Current concerns:

- Vulnerable pupils who have breakfast and lunch.
- Pupils with social hardship and access to food.

The Fair Share charity have contacted Cabin Crew to provide food. Other ideas being explored are food voucher schemes. If we are closed we have a system for contacting those vulnerable families to be contacted or visited.

We will prepare a telephone tree for staff for wellbeing. Some staff are vulnerable and living on their own and will need social contact. We also need to ensure they do not have financial hardship and we will explore a generic set of questions.

Home learning/teachers - Teachers may have their own children to care for as well as relatives. We have to plan for staff illness. Plans will be generic and

An academy chain has prepared seven weeks of resources which we can access should these be needed.

Website pages are set up and ready to go.

Parents/children who are self isolating are asking for work but we cannot provide this at this stage.

We are working on ensuring that staff have access to the website/email etc.

ALT has made it clear that all staff will be paid. Agency staff will be paid. Casual contracts will be paid their average monthly wage.

Ofsted have announced they are suspending inspections.

No communication has been received with regard to national testing. Practise tests have taken place this week for Y6 which we would use to inform high schools if necessary.

Volunteers from educational establishments and underlying health conditions/over 70 have been asked not to come into school.

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|   |   | <p>There have been many positive messages of support from parents.</p> <p>Staffing is changing on a daily basis and we will risk assess daily. We are grateful for the offers of help but we are trying not to bring more contacts into school.</p> <p>It is frustrating with the lack of decisions being made but we can plan accordingly once we have further information.</p> <p>We have asked our catering company whether they could provide food for vulnerable families. Initially Caterlink said if the school were closed their staff would not be in. We have discussed this further with the Trust and we are awaiting further information.</p> <p>Our communications to parents and staff have been a direct response from Boris Johnson's speeches and DfE guidance.</p> <p>We are exploring social media comments about Ibuprofen v paracetamol.</p> <p>Parents have been asking us for advice too. We have been supporting families in making a decision as to whether they wish to send their children into school. We have been instructed by the Local Authority to use an appropriate code (Y code is a 'snow code'). The Y code is removed from the percentage at the end of the academic year. We are operating our usual first day school process.</p> <p>WJ welcomed any suggestions from Governors.</p> <p>MM suggested providing Art &amp; Design projects.</p> <p>Governors thanked the staff at Sidegate for all they are doing and acknowledged the positive comments received from families.</p> |  |
| 2 | Date and time of next meeting<br><b>All</b> | <p>Tuesday 28th April 2020, this will be via video conferencing.<br/><a href="#">Meeting Schedule for 2019/20</a></p> <p>It was agreed to change the meeting scheduled for 7th July to 14th July at 4pm.</p>  |  |

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| 3 | <b>Governor required to attend RHE Focus Group session 1/7/20 1-3pm</b> | It was agreed TOK, MM and KW will attend.   |   |
| 4 | <b>Any other business</b>   | <p>TOK met with Stephen Chamberlain, Bob Dool and other Chairs from the hub on 11th March 2020 . There were some good ideas discussed regarding minute taking, highlighting challenging questions in red and recording these as 'Governor asked'. They also discussed Governor training and retention. TOK continues to explore a replacement Chair of Governors.</p> <p>MH attended SEND Governor training and took some good notes and met staff from other ALT schools. We will add this to the agenda for discussion at a later date.</p> | <p>Discuss replacement Chair of Governors.</p> <p>SEND Governor training - MH to feedback to Governors at a later date.</p> |

**Meeting closed at 18:30.**