**BUCKTON VALE PRIMARY SCHOOL**

**MINUTES OF THE SUMMER TERM MEETING OF THE GOVERNING BOARD**

**HELD VIRTUALLY ON 13 JULY 2021**

**PRESENT: Mr Nick Whitbread Parent – in the Chair**

**Mrs Sarah Blake Staff**

**Ms Jackie Brook Co-opted**

**Mr Matt Hartley Parent**

**Mr Arron Leech Co-opted**

**Ms Jenny Ross Parent**

**Ms Taf Sharif Authority**

**Mr Wayne Williams Co-opted**

**Mrs Deborah Brown Headteacher**

**IN ATTENDANCE: Mrs Rachel Lees Clerk to the Governing Board**

**PROCEDURAL**

**1 Welcome**

The Headteacher welcomed governors to the virtual meeting which was hosted by Zoom Pro.

1.1 Virtual Attendance and Apologies for Absence

All governors were present.

1.2 Declaration of Pecuniary/Business/Personal/Conflict of Interest

Governors present at the meeting confirmed they had no pecuniary or personal interest in the items on the agenda. The Chair would complete a form as he had started a new job.

**2 Governing Board Membership**

2.1 Current governor vacancies

There were vacancies for one Parent and two Co-opted governors. Mr Cesarz, Co-opted governor had resigned due to pressures of work. An advert for the parent governor had gone out to parents, with a preference for a governor with legal experience. The Clerk suggested that Mr Cesarz could be appointed as an Associate governor as the Headteacher found his legal background useful, so the Clerk offered to contact him. Mr Hartley’s term of office had been extended to 25 November 2022 during the pandemic. He would apply for the Parent governor vacancy.

The Headteacher wanted to make links with the partnership schools so would contact the head teachers at Copley Academy and Mossley Hollins High School (MHHS).

RESOLVED: That the Clerk contact Mr Cesarz to suggest that he act as Associate governor for the next academic year

2.2 Appointment of Authority governor

Mrs Taf Sharif had been appointed for a further term of office as Authority governor, ending on 12 July 2025.

RESOLVED: To appoint Mrs Sharif as Authority governor with the term of office 13 July 2021 to

12 July 2025

**3 Minutes of the previous Governing Board meeting**

3.1 Confirmation of minutes of the Governing Board meeting held on 10 March 2021

RESOLVED: To confirm that the minutes of the spring term Governing Board meeting held on 10 March 2021 are a true and correct record

3.2 Matters Arising

The Headteacher referred governors to the table on page 9 of the minutes.

3.2.1 Class link governor videos (minute 4 refers)

The Headteacher wanted governors to renew their links with classes from September 2021. The Chair suggested that the Governing Board film a short video as a collective group when governors could meet together in person, currently scheduled for Tuesday 28 September at 4:30 pm. Governors were asked to arrive 15 minutes before the start of the meeting. The video could then be shown to the whole school at the beginning of the autumn term.

RESOLVED: That the Governing Board will record a short film prior to the Governing Board

meeting on Tuesday 28 September 2021 at 4:15 pm

* + 1. Meeting with Mrs Ross, Mrs Quinn & Mrs Mockulski regarding priorities re SEND (minute 5.1 refers)

Meetings had taken place between the SEND link governor and SEND lead; and the SEND lead, Headteacher and Mrs Mockulski. There would be further updates on SEND in the autumn term

RESOLVED: To review the SEND report in the autumn term meeting

**4 Minutes of the summer term Committee meetings**

4.1 Curriculum and Standards Committee – 17 May 2021

4.2 Finance, Personnel and Premises Committee – 21 June 2021

The Chair asked governors to ensure that they had completed the financial competencies matrix and returned it to the SBM.

4.3 Covid-19 Oversight Panel – 26 April, 17 May, 21 June 2021 and 13 July 2021

At the time, national advice for 19 July was not there. The Headteacher had been contacted by a parent regarding parental attendance at sports day but the Headteacher preferred that parents did not come into school as staff would have to complete additional risk assessments and the it had been possible to postpone the sports day by just a few days meaning it was still scheduled before July 19th 2021.

Mrs Blake commented that school had considered keeping staggered starts but this would be reviewed following new guidance on 19 July. The Headteacher felt that it would be appropriate to consider staggered starts for the first six weeks of autumn term as a cautious measure

RESOLVED: To approve the Risk Assessments

**SCHOOL PERFORMANCE AND STANDARDS**

**5 Headteacher’s Report**

5.1 Leadership and Management

The Headteacher reminded governors that they had asked her to speak to Carol Thomas regarding her SIP report as they wanted to see clear actions and recommendations. Mrs Thomas had carried out two deep dives for reading and science, reports for which the Headteacher would share with governors before the end of the academic year. She explained what a “deep dive” was in relation to Ofsted. Science was a strength subject, with excellent curriculum coverage and school could ask an Ofsted inspection team to inspect it as such. The Headteacher credited Alison McQuillan, science lead, for her excellent work as a practitioner in sharing her passion with children who were now avid scientists. Reading was also very strong but there were some recommendations from Mrs Thomas, including suggestion a continuation of book bands from KS1 to KS2, some of which needed to be reorganised into book bands. Mrs Woodhouse would ensure that classroom libraries were organised differently in preparation for the autumn term. Children’s love of reading was apparent, more so in KS1 than KS2. Guided reading was delivered once a week and Mrs Thomas, together with Miss Woodhouse, suggested daily guided reading tasks from September 2021. Mrs Woodhouse would prepare these and would feed back some information from Mrs Thomas at curriculum planning day.

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| Q | Do children know where to find appropriate books in the library; I worry that if they are a bit behind this will impact their mental health? |
| HT | We use colour bands so children are not aware of the age range the book is intended for. Children’s reading standards have dipped due to the lockdowns. It seems that parents have been really busy trying to juggle so much learning, working and we can’t assume they have access to good quality reading materials. |

The SLT had provided a 360 degree feedback to staff and the Headteacher thanked governors who were involved. Staff had some meetings with Helen Woodward (Leadership Consultant) which would be fed back to the staffing team as it was a good activity which the Headteacher planned to continue.

Unfortunately, Buckton Vale was unsuccessful in their application for the NGA award for the Governing Board, potentially due to the standard of the old website, but they would reapply next year.

5.2 Data

Mrs Thomas graded school as good but not yet outstanding as too much time had been lost and there was still too many unknown variables since the lockdown such as assessment data, information regarding SEND, what children had/had not retained. However, children had come back to school ready to learn and enthusiastic and as a consequence progress across all year groups was exceptional and the Headteacher was very proud. She acknowledged there were gaps and areas for improvement (e.g. spelling) but generally the effort level from the children was huge. Buckton Vale’s behaviour for learning continued to be outstanding, as evidenced during lesson observations was witnessed by the Headteacher and SIP.

5.3 Pupil Premium, Sports Premium and Covid catch up premium reports

The Headteacher informed governors that the sports premium report had changed because of the nature of what school had been able to provide. A significant amount of the budget went on the lunchtime offer with Inspire Sports Coaching and Active Sports for PE lessons and staff development. Mark Payne had managed to get £250 additional funding for tennis equipment. Mr Williams explained that the Inspire team of coaches worked with KS1 and KS2 to offer as many sports as possible. He acknowledged it had been challenging during the pandemic but the offer had been there as children had been struggling with activity levels during pandemic. Children had been offered football, cricket, dodgeball, tennis, badminton, handball, volleyball, tag rugby, athletics and archery. He had also received requests for specific girls’ football. Although it was disappointing not to be able to take part in sporting competitions in 2020/21, he hoped to be able to start again in September 2021.

Mr Williams had good news: throughout summer Inspire Sports would run three weeks of summer camps. He had applied for funding to offer 15 free places a day for FSM children in August. The local food bank would provide support for breakfast club and food hampers. As this was the only provision in the area, Buckton Vale was leading the way and offered places to all local children not just those who attended Buckton Vale.

RESOLVED: To look at impact of PP, Sports and Covid premium spending in the autumn term

5.4 DPO’s termly GDPR report

No report was available.

RESOLVED: To defer the DPO’s termly GDPR report to the autumn term meeting

5.5 Relationships and Sex Education (RSE) in schools – September 2021

The Headteacher commented that there was new documentation and regulations regarding RSE.

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| Q | Who is the provider? I would like to check that it is appropriate. |
| HT | It has been approved by Tameside and has been trialled last year with Y6. |

**ACCOUNTABILITY AND MONITORING**

**6 Governing Board items**

6.1 Report from Chair

The Chair had shared his annual governance statement for 2021 on 13 July, which was self-explanatory.

He had not attended the virtual Chair’s briefing on 26 April 2021 but the Clerk had circulated the presentation to the Chair on 11 May 2021. The briefing included a welcome from Tim Bowman who thanked governors for their work during extraordinarily difficult times, with extra Governing Board and Covid-19 Oversight Panel (COP) meetings. He acknowledged that teacher recruitment and retention were very important considerations for the Governing Board and that Tameside’s focus on reading would be the priority in the LA’s education recovery strategy. In his role as Tameside and Stockport’s joint Director of Education, he would talk about how both boroughs would work together on inclusion duties and services at a future meeting.

Joanne Hartley, Deputy Headteacher at Holden Clough and Early Years Foundation Stage Profile (EYFSP) moderation manager briefly highlighted through the changes to the EYFSP which would start in September 2021. Kat Thorburn from Dowson Primary Academy talked about their experiences as an early adopter school.

Jane Sowerby, Head of Education Improvement and Partnerships, provided an updated on improvement and partnerships. She noted that 87 new centres of excellence for teacher training and development had been identified. As part of the East Manchester Teaching Hub, Tameside’s lead school was the Blue Coat School, Oldham. She then referred to the Early Careers Framework (ECF), which was statutory from September 2021, and explained that the government was funding a two-year entitlement to professional development for NQTs based on the ECF. Routine Ofsted inspections would return from September 2021 and monitoring inspections, which would not result in a grade, would return on 4 May 2021. Secondary Schools could register to offer two-week summer schools for students who had experienced the most disruption (ie Y7 to support transition and disadvantaged children).

Bradley Lucy, Senior Project Officer, explained that Tameside Governor Hub would be launched free of charge to schools who bought into the Clerking SLA. This was an online governor support system which would provide each Governing Board with their own area for all documents, meetings, news, training and notices.

6.2 Governor training

Governors confirmed receipt of the minutes of the training meeting held on 21 June 2021. Mrs Ross would complete module 3 of governor induction training on 14 July 2021. Mrs Sharif would complete Complex Safeguarding training in September 2021. Mr Hartley had completed work related training for cyber security, business compliance, GDPR EU, display screen equipment, fire awareness, conflict resolution, Coronavirus awareness, managing anxiety, mental health awareness, resilience and unconscious bias for employees.

6.3 Arrangements for the election of the Chair and Vice Chair of the Governing Board in the

autumn term 2021

Governors were asked to provide the Clerk with nominations either prior to or at the autumn term Governing Board meeting, dependent on whether the Governing Board would meet in person or virtually. The term of office would be for one year with voting as a show of hands.

RESOLVED: To appoint the Chair and Vice Chair at the autumn term meeting

6.4 Annual Young Carers Report

School had no identified young carers (YC) at present but felt that there was at least one child who was a young carer. Staff were trying to support the family as much as possible.

RESOLVED: That the Headteacher email the Young Carers report after the meeting

6.5 Annual Equality Report

The Headteacher and Mrs Quinn had completed the annual report.

RESOLVED: That the Headteacher email the Equality report after the meeting

**7 Approval of Budget Plan for the 2021-22 financial year**

See minute 4.2 above and the minutes of the Extraordinary Governing Board meetings held on 21 June and 13 July 2021.

**8 Safeguarding**

8.1 Operation Encompass

The Headteacher stated that the sharing of Operation Encompass information was erratic, but had recently improved following intervention by Tania Brown, Local Authority Designated Officer. The police had contacted school on several occasions to let staff know that a child had witnessed a domestic violence incident and therefore would need support and guidance. Support for children was carried out under grief recovery work by an appropriate member of staff.

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| Q | Male children often struggling with how they model themselves, due to a lack of male role model. |
| HT | We have had training from IntraQuest who provided training on emotional regulation, which staff continue to use. They will come into school again in autumn term for some refresher training. We are confident we have a good offer at Buckton Vale but wish we had more funding available to take children out of class for support but capacity for this is limited due to the current budget and stress and pressure on the team already. |

8.2 Wellbeing of Staff and Pupils

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| Q | How do we support staff wellbeing at Buckton Vale? |
| A | We have different strategies. Teachers have their PPA at home. Staff have signed up to do emotionally friendly schools training and we had the first virtual meeting last week, which focused on the emotional wellbeing of staff and children. |
| A | We are reviewing the Marking Policy to see how staff can reduce the amount of marking they do whilst not reducing the offer to children. |

**9 Approval of Policies and Procedures**

The following policies were identified by the Headteacher as requiring approval:

9.1 Pay Policy 2021

RESOLVED: To approve the Pay Policy

9.2 Approval of Policies specific to Buckton Vale Primary School

9.2.1 Medicines Policy

RESOLVED: To defer approval of the Medicine Policy to the autumn term meeting

**10 Confirmation of Governing Board and Committee meeting dates**

RESOLVED: To note the Governing Board and meeting dates agreed in the table below

**11 Any Other Business**

A governor thanked staff for arranging the Robinwood residential for Y6, which was an amazing experience for the children.

**12 Confidential Items**

The Headteacher discussed a confidential item in relation to the Medicine Policy.

The Chair thanked everyone for their attendance and the Headteacher thanked governors for their support.

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| *Meeting details* |  |
| *Time started* | *1700* |
| *Time finished* | *1845* |

**ACTIONS ARISING FOLLOWING THE VIRTUAL GOVERNING BOARD MEETING HELD ON 13 JULY 2021**

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| **Min** | **Resp** | **Action** | **Date/Audience** |
| 2.1 | Clerk | Email John Cesarz re Associate governor role | 13.07.2021 √ |
| 2.1 | D Brown | Contact HTs at Copley Academy/MHHS re governor vacancies | Summer/autumn 2021 |
| 3.3.1 | Governors | Short video for children | 28.09.2021 at 4:15 pm |
| 3.3.2 | D Brown | Share SEND report at GB meeting | 07.12.2021 |
| 4.2 | FPPC | Complete financial skills matrix | asap – for SBM |
| 5.1 | D Brown/ /N Whitbread | Reapply for NGA award | Spring 2022 |
| 5.3 | D Brown | PP/Sports/Covid premium impact reports | Autumn 2021 |
| 5.4 | J Brooko | Chase up DPO’s termly GDPR report | Summer 2021 |
| 5.5 | J Brook | Email JR regarding RSE provider | Summer 2021 |
| 6.4 | D Brown | Young Carers Report | Summer 2021 |
| 6.5 | D Brown | Equality Report | Summer 2021 |
| 8.2 | D Brown | Marking Policy | Autumn 2021 |
| 9.2.1 | D Brown | Medicines Policy | GB – autumn 2021 |
| 10 | Governors | Note dates of Governing Board and Committee meetings 2021-22 | - |

**Governing Board/Committee meeting dates 2021-22**

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| Autumn 2021 | Day and Date | Time |
| Governing Board training - Safeguarding | Tuesday 28 September 2021 | 4:30 pm \* |
| Pay Committee *(before 31/10/2021)* | Friday 15 October 2021 | 10:00 am |
| Headteacher’s performance management review *(before 31/12/2021)* | Tuesday 2 November 2021 (tbc) | 5:00 pm |
| Curriculum and Standards Committee | Tuesday 16 November 2021 | 4:00 pm |
| Finance, Personnel and Premises Committee | Monday 22 November 2021 | 9:30 am |
| Governing Board \* | Tuesday 7 December 2021  *(change of date requested)* | 4:30 pm |
| Spring 2022 |  |  |
| Governing Board training | Tuesday 25 January 2022 | 4:30 pm |
| Curriculum and Standards Committee | Monday 7 February 2022 | 4:30 pm |
| Finance, Personnel and Premises Committee | Tuesday 1 March 2022 | 9:30 am |
| Governing Board | Monday 21 March 2022 | 4:30 pm |
| Summer 2022 |  |  |
| Governing Board training | Monday 23 May 2022 | 4:30 pm |
| Finance, Personnel and Premises Committee (Budget setting) | Tuesday 14 June 2022 | 9:30 am |
| Curriculum and Standards Committee | Tuesday 26 April 2022 | 4:00 pm |
| Governing Board | Tuesday 28 June 2022 | 4:30 pm |

\*Please arrive at 4:15 pm so that a short video of governors can be filmed.