**MOOR PARK PRIMARY SCHOOL**

# Minutes of a meeting of the Governing Board held via video conference on

# Tuesday 07 July 2020 at 9.30am

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| **Present:** | Mrs J Marlow  Miss V Clifford  Miss L Halstead  Mrs J Martin  Rev D Prest  Mrs J Rhodes  Mrs J Magson |
| **In Attendance:** | Mr G Kirkpatrick |
| **Clerk:** | Mrs D Parkinson |

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| **ACTION** | **570.** | **Preliminaries:**   1. Governors confirmed that due notice of the meeting had been provided by the Clerk, together with a copy of the agenda and any report or papers to be considered at the meeting and that a quorum was present, with seven Governors out of a possible ten in attendance. 2. **AGREED:**  * Governors agreed to meet via video conference, to comply with direction from   Public Health England in response the COVID-19 pandemic.   * Governors confirmed adoption of the protocol to be followed when using alternative arrangements to participate and vote in meetings of the governing board (copy filed in minute book). |
|  | **571.** | **Apologies and Consideration of Consent for Absence from Meetings:**  **AGREED:** Apologies were received and accepted from Mr J Hayward, Mrs L Martin and Mrs J Roberts. |
|  | **572.** | **Declaration of Interest:**  **AGREED:** No declarations of interest were noted. |
| **Agenda** | **573.** | **Minutes of the Previous Meeting:** AGREED: Governors confirmed the minutes of the previous meeting held on 27 November 2019 (copy filed in minute book). All relevant actions were carried forward. |
| **HT** | **574.** | **Governance:**   1. **Chair’s Actions**   This would be covered under Minute 575 (i).   1. **Governing Board Delegation Planner**   **AGREED:**   * No changes were required to authorisation levels for business critical decisions on the Delegation Planner (copy filed in minute book). It was noted that Chairs Actions could be used in emergencies that met the criteria. * Mrs J Martin was appointed as SEND Governor.   **Governor challenge/evaluation:**  **Who is the designated teacher for LAC? Do we need a nominated Governor?**  Amanda Parton. Governors agreed this fell within the remit of the Safeguarding Governor, Miss L Halstead.   1. **Membership**   a) Governors noted there were two Co-opted vacancies. Efforts to identify suitable candidates were ongoing.  b) Governors noted elections for Chair and Vice Chair would take place at the first board meeting of Autumn term. It was discussed that the current Chair had been willing to be the Chair whilst succession planning took place.   1. **Performance Management**   **AGREED:** Governors agreed the following arrangements for the performance management of the Headteacher and a Pay Review Committee, in line with school’s Appraisal and Pay Policies:   * A new Independent Adviser needed to be identified as the Lancashire service that provided James Wright was no longer operating in Blackpool. The Headteacher would liaise with   Mrs J Martin to discuss options. A final proposal for a new Independent Adviser would be added to GovernorHub for Governors to consider/approve.   * The existing committee members were confirmed. Mrs J Marlow would stand in if   Mr Hayhurst was unable to attend the Pay Committee. |
| **HT**  **HT** | **575.** | **Headteacher Update:**   1. Governors received an update on relevant key items/business critical decisions e.g. risk assessment, re-opening plan, staff/pupil wellbeing, educational provision, budget monitoring, safeguarding. This was verbal due to recent challenges. The Headteacher thanked the SLT for their support which had enabled her to get through that difficult time:  * New routines had been established when the Headteacher returned to school. Overall, the children were very settled and enjoying their time in school. Where children had been anxious it had been addressed. Children were respectful of new routines and staff were upbeat. * The key worker groups had become more learning focused, so had split into three age related groups. * Attendance had been very good. Keyworker groups had 50-55 children. Half of Year 6 were back and numbers were good in Nursery, Reception and Year 1. Attendance was above national. * Safeguarding had been a challenge remotely. Amanda Parton’s work in this area was acknowledged. RAG rated children had been phoned each week. The PWO was doing home visits with any families that could not be contacted. Families had mostly been positive. Core groups etc. had continued remotely, with some issues. * Numbers of children with high needs were increasing significantly from September. Four children were joining Reception, three had an EHCP and one child would go through the process but funding had been awarded to ensure support was in place. Emergency funding had also been awarded for a child in Year 6 who was going through the process before lockdown. An EHCP had also been awarded in Year 5. Needs were related to learning, not behaviour.   Miss L Halstead joined the meeting.   * Additional staffing to meet those needs had to be in place for September. An existing 1-1 was also leaving at the end of Summer. The Chair had approved recruitment of two, twelve month, 1-1 contracts. There had also been some re-organisation of the existing team. Capacity would be monitored from September. It was not clear how children would present in September. Further additional capacity may be required.   **AGREED:** By reason of its nature, Governors were satisfied part of Minute 575 (i) should be declared confidential.   * The plan for safely re-opening in September had been developed in consultation with SLT/the Chair and was based on government guidance. It had not yet been confirmed by the LA so was confidential until it had been approved and then shared with staff and parents. The re-opening plan would be uploaded to GovernorHub following approval by the LA.   **AGREED:** By reason of its nature, Governors were satisfied part of Minute 575 (i) should be declared confidential.  Miss V Clifford had left the meeting during the confidential item.   * Phonics would launch in September, training was well underway and resources were in place. * Reception numbers stood at 52 for September, which may reduce to 51. It was hoped the nine spaces would be filled throughout the year. The current Year 6 was a smaller cohort so overall numbers would be consistent.   **Governor challenge/evaluation:**  **How was it going for children still being educated at home?**  Teachers had been in contact with all children regularly. On-line lessons from Oak Academy, recommended by DfE, had been used on a platform called Yanner. Teachers could upload activities, respond to children and provide personal feedback. Some children had not engaged. Staff were become confident in using the technology. It had been a learning curve that would be built on if it happened again.  **A Parent Governor fed back that additional phone calls to the children would be useful.** That was more difficult now as they were teaching the bubbles. Also the calls had to be made from school and there were only two lines. Children would receive something from their current and new teachers before the end of term. This would be considered if school closed down again.  **How are staff coping?**  On the whole they had been fantastic. There had been regular contact with all staff via e-mail and on-line chats/staff meetings. Regular updates were provided by the Headteacher, even when there was not much to say. SLT had remained accessible throughout. Some staff had been directed to EAP/emotional health and wellbeing support. Positive feedback had been provided to SLT from staff, that their wellbeing had been considered and plans had been supportive and addressed their anxieties. It had been identified where additional monitoring and support was needed. School would be closed for Summer. SLT had not had a break since February, including weekends.  **What additional consideration has been given to the additional risk for Black and Minority Ethnic (BAME) groups in the re-opening plan?**  This would be considered.   1. **Governance Structure**   **AGREED:** No changes were required to authorisation levels for business critical decisions on the Delegation Planner (copy filed in minute book). |
| **Agenda** | **576.** | Policies: **AGREED:** Governors approved the following statutory policies (available to view on GovernorHub):   * **COVID-19 annex/addendum to the Safeguarding Policy**   Governors noted that, due to the impact of the pandemic on schools abilities to prepare, the DfE had provided a grace period, until the start of summer term 2021, to begin teaching Relationships and Sex Education (RSE). An update would be provided at the next meeting. |
| **Agenda** | **577.** | Strategic Planning: Strategic planning would be considered in the Autumn term. |
|  | **578.** | Declaration of Confidentiality: **AGREED:** By reason of its nature, Governors were satisfied parts of Minute 575 (i) should be declared confidential. |
| **Clerk** | **579.** | **Dates of Future Meetings:**  **AGREED:** In Autumn term there would be two Governing Board meetings, held virtually, rather than the two committees and one Governing Board.  A schedule of meetings for 2020-21 would be drafted, based on the current year, and the Headteacher consulted prior to sharing with Governors. |

The meeting closed at 11.15am.

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| **Approved as a true record of the meeting** | |
| **Signed:** |  |
|  | **Chair** |
| **Date:** |  |

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| **ACTION SUMMARY** | | | | |
|  | **Action For:** | **Minute:** | **Review of Actions:** | **Date for Completion:** |
| **1.** | **Agenda** | **573.** | All relevant actions were carried forward. | **Autumn 20** |
| **2.** | **HT** | **574. (iv)** | A new Independent Adviser needed to be identified as the Lancashire service that provided James Wright was no longer operating in Blackpool. The Headteacher would liaise with  Mrs J Martin to discuss options. A final proposal for a new Independent Adviser would be added to GovernorHub for Governors to consider/approve. | **ASAP** |
| **3.** | **HT** | **575. (i)** | The re-opening plan would be uploaded to GovernorHub following approval by the LA. | **ASAP** |
| **4.** | **HT** | **575. (i)** | **What additional consideration has been given to the additional risk for Black and Minority Ethnic (BAME) groups in the re-opening plan?** This would be considered. | **ASAP** |
| **5.** | **Agenda** | **576.** | Governors noted that, due to the impact of the pandemic on schools abilities to prepare, the DfE had provided a grace period, until the start of summer term 2021, to begin teaching Relationships and Sex Education (RSE). An update would be provided at the next meeting. | **Autumn 20** |
| **6.** | **Agenda** | **577.** | Strategic planning would be considered in the Autumn term. | **Autumn 20** |
| **7.** | **Clerk** | **579.** | A schedule of meetings for 2020-21 would be drafted, based on the current year, and the Headteacher consulted prior to sharing with Governors. | **ASAP** |