

Local Governing Body Meeting
St. Wilfrids CofE Primary School – REMOTE MEETING
Thursday 17th September 2020 at 4pm
Minutes

Present:

Andrew Bradley	Chair of St. Wilfrid's (Ex-Officio)
Matt Croxall	PCC appointment
Paul Good	Director / Diocesan nominee
Carolyn Macdonald	PCC appointment
Helena Miller	Head of School
Geoff Stevenson	PCC appointment (Parent)
Matt Whitehead	Executive Headteacher
<i>Vacancy</i>	<i>PCC Community Governor</i>
<i>Vacancy</i>	<i>Parent Governor</i>

Apologies:

Mandeep Dhaliwal	Staff Governor
Adam Hossen	Parent Governor

In attendance:

Jenna Bartlett	Associate Governor
Susanne Budgett	Deputy Headteacher / SENDCO
Kathy Crotty	Clerk

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

1. Welcome, Introductions and Opening Prayer

Andrew Bradley welcomed Governors to the meeting. Andrew Bradley led the opening prayer.

2. Apologies for Absence

Apologies were received and accepted from Adam Hossen. Mandeep Dhaliwal is on maternity leave.

3. Minutes of Previous (remote) Meeting held 16th July 2020

The minutes of the (remote) Meeting held 16th July 2020 were approved as a true record.

There were no actions from this meeting.

Q: Are minutes expected to be signed even though meetings are remote?

The clerk explained schools using portals such as Governor Hub tend to not have paper copies signed as the following minutes record approval and amendments of

previous minutes. The minutes from 2019/20 have been printed off and are in a file needing signing as the Governor Hub portal is operational from the new academic year.

Governors have been asked to complete the pecuniary interest declarations on Governor Hub. Governors discussed some of the issues with remote signing and electronic signatures and may be asked to also complete paper copies if required.

Action: MW to check with auditors if the online PI forms will suffice.

4. Head of School Report including

Covid-19 Risk Assessment and safety protocols update

- The HoS (Head of School) reported the staggered starts in the first two days were hectic, but the following weeks have been much calmer and adults are following the guidelines. Parents have been commenting on the ease of the drop off even with multiple children. This has been a success for staff in implementing procedures and maintaining social distance. The Covid-19 RA (risk assessment) has been amended as procedures are refined.
- The HoS was pleased to report the success of the staff team pulling together. One member of staff experienced a bereavement on the first day back which had a detrimental effect on the staff teams. Leaders have done a fantastic job in supporting school staff. The walk round at 9.30am this morning showed learning oozing in each classroom, which was very pleasing.
- The nursery, today, for example were two staff short, replaced by supply teachers and this is working well.
- Because staff cannot see parents at the start and end of school as usually would occur, this is leading to many email messages for communication.
- The HoS praised Sharon Helier and gave formal thanks for her work with parents to share DfE guidance as it changes.

Premises health and safety

- The HoS was pleased to inform Governors the main building has a new heating system. Formal thanks were given to the cleaning staff who worked hard to ensure all classrooms were ready after the installation.
- The school held a fire drill on Monday this week and this went well. Five staff members were absent, and not surprisingly the time was slightly slower. This was mainly nursery and reception children as some children are new to the school.
- The RA has been approved and the school today had call from public health assessment to check all procedures are working well. They asked a variety of questions including how the staggered start times are working.

Challenges

- The stock order did not arrive before school opened as the order was lost, and staff coped immensely well in the first week without sufficient resources. The items are now starting to come into the school.
- Staffing shortages are a challenge currently and this is a nationwide problem. When staff have a cough, this needs to be checked and there are major problems accessing tests, but so far, all tests have been negative. All health alerts require cover, this affects PPA and can cause increased anxieties as cover staff are crossing bubbles.
- Jenna Bartlett has taken over lunchtime organisation, there is some LO sickness which is not Covid-19 related.

Admissions update and numbers of children in school

- The school had four appeals which occurred in July 2020, all were unsuccessful but

one child was given the place of a non-starter. There are two more appeals on the 1st October 2020.

- There are currently 332 children on roll. There are 37 children in the nursery, and the school is full at 45 in reception. The school has five new children in-year and there are two children on the waiting list.

Q: Has the PAN (published admissions number) been raised to 50?

Yes, 50 children can be admitted into reception but this would require an extra teacher for these additional five children in Yr1. If the children are given a place via appeals the school can go over the class size of 30. Appeals so far have been declined.

Staffing update

- One TA is still absent with Covid-19; one TA is absent due a bereavement; one TA applied for flexible working which has been granted; and one staff member has been absent since December 2019 with meningitis and the implications from this. The Headteacher has visited this staff member.
- There is a supply NQT working across KS1 and EYFS to support absences, who is proving to be excellent. There is an advert currently in place to cover two maternity leaves. Both staff will be going on maternity leave at the beginning of January 2021.

Q: Are the NQTs able to access 'early career framework'.

WDCE is looking at this for support for some of their NQTs. This is welcomed as the profession loses many staff in the first few years. St. Wilfrids NQTs are supply staff so not eligible but a temporary post holder can access this support.

- LSA (learning support assistants) staff left when Yr6 children moved into high school and one child off-rolled to go to a specialist provision. This child has been re-enrolled at St. Wilfrids on the 1st September and the school now needs to recruit an LSA.
- There is a student teacher in Yr1/2 who is proving effective and another student is due to join the school on the week of the 28th September 2020.
- Governors were invited to be involved in interviews, which may be remote, these will take place on Tuesday 6th October 2020.

Matt Croxall offered to be involved in the teacher recruitments

Q: Will the applicants be invited into the school to teach a lesson?

This is still under discussion and advice is being sought.

Well-being of staff

Leadership meetings discuss staff well-being every week and this is monitored closely. Employee assistance is being accessed by some staff. Phase leaders give the main support to staff.

Attendance

Excluding nursery children, the attendance is at 95%, this is above the national average of 88%. Governors noted this was excellent. All trust schools have attendance above 90%.

Up to the 16th September the school is aware nine family members have been tested for Covid-19 and two were positive. Six children have been tested and four staff members. Where the parents have been tested positive the children had no symptoms but the expectation is they need to be quarantined. Advice was followed and the bubble can continue as normal.

Plans for "catch-up" and remote learning plans (if needed)

- Staff are looking at baseline assessments for autumn one data. The priority is to continue with quality first teaching. The school will benefit from additional funding. Quality first training for staff is planned next week.

- The Remote Learning Policy is being devised. Google classroom has been installed over the summer holidays and staff training is needed. Dojo and Purple Mash will continue in the transition period. All phases are organising their home learning strategy if a bubble has to close. Staff are following the timetable and phonics is currently being assessed and taught twice a day.

Vulnerable children and safeguarding

The detail of vulnerable children was detailed in the HoS report.

Action: Clerk to report on Governor confirmation they have read the September 2020 updates on KCsiE and recorded this on Governor Hub.

SEND and update provision – Susanne Budgett

- There are 30 children on the register, not including EYFS children. There are two SENDCOs in the school, Susanne Budgett is working with the nursery to Yr3 and Jenna Bartlett is working from Yr4 to Yr6. (There is some overlap). The identification of the SEND process has been shared with staff. Staff can use a school specific email for referrals and concerns. There is an allocated week for staff to write their provision plans which explain to a parent what provision is in place for their child. Some initial checks have occurred mainly via email and this will continue when the deputy headteacher is released from teaching. The email system allows teachers the time to respond when this suits them. The electronic communication option also gives a clear record of referral and actions.
- The Educational Psychologist (EP) is Beverley Tyrel who has undertaken a planning meeting with the SENDCOs. She will work with two new children.
- There are conversations with parents about one child as the parents are not accepting the need for professional support as identified by the school. The EP will support these interventions.
- There is some cause for concern children for a small number of children are struggling emotionally (post looked after children) and some outreach provision will be explored. The Executive Headteacher reported the looked after children ('our children and young people') will have attachment issues and professional help will be needed.

Q: Is the school aware of the Nuffield Early Language Intervention which is free?

The school has already registered an interest in this.

S: Governors gave formal thanks to Helena Miller, Susanne Budgett and Jenna Bartlett for their reports to Governors.

5. Executive Headteacher updates

General updates

- The Executive Headteacher reported the Trust has experienced an amazing start and staff cannot be praised enough. The bereavement in this school has hit the staff hard but they have proved to be resilient. The work from the heating system left the school at one point like a building site and the staff have worked so hard to provide a welcoming learning environment for the first day. The transformation was undertaken in five working days.
- Parents now seem to be more appreciative and thankful of the work undertaken by schools and the children are mainly delighted to be back. Staff have been enthused. The new hygiene arrangements (the "new normal") are being followed by the children. There are many outdoors sessions and work with children to improve stamina.
- There is a core group planning meeting tomorrow followed by a Heads meeting across the Trust. The Core group includes heads and chairs of governors and will continue this term.

- The classroom time for children is invaluable for catch up. There will be targeted focused groups and the Yr6 will be taking SATs this year even though they missed a terms learning. The Quality First teaching will benefit all children.

Finance Update

- The CFO has been meeting with business managers across the Trust. St. Wilfrids has a healthy budget. Covid-19 did save more money than was spent. There is some additional income yet to be analysed.
- The pay award for support staff is 2.76% backdated to April 2020 (This will be paid in the October payroll). The pay award for teachers is 3.1% overall. The staffing budget accounts for 80% of expenditure and these pay rises equate to an average increase of 2.9%. There are some additional staff costs from the staggered openings and closing.
- There has been a successful CIF bid for new windows but a contribution from the school budget is needed.
- Supply costs will be the main cost this academic year as staff will need to be off work until test results re known.

Q: *Governors asked for further clarification of the budget figures for SWCE*

The original budget predicted a £10,000 deficit. The YTD end of August figure is projecting a surplus in-year which will add to the carry forward surplus.

There is some CIF money to be accounted for and it is not yet clarified which financial year this was received.

6. Governing Body Matters including:

There is one application for the parent governor vacancy and one further enquiry. The process is underway.

C: *Is one application enough or should we extend the deadline?*

Governors agreed there can be another approach to parents after this meeting and noted this is a difficult time. There are two enquiries and the person who has applied has provided a good application. It was felt an extension might not be received well by the current applicant(s).

Registration on Governor Hub - any issues?

The clerk confirmed SWCE has had the best engagement of governors registering with the new portal. The clerk agreed to contact individual Governors if there were any incomplete declarations. The clerk will record the attendance on Governor Hub.

Completion of Pecuniary Interest Declaration on Governor Hub

- Action: Clerk to share summary report for the next meeting on completion of required information on Governor Hub. The required declarations relate to pecuniary interest and confirmation of reading the September 2020 updates to KCSiE (Keeping Children Safe in Education). DBS information is also required.

Any training (online) undertaken

- Matt Croxall has completed an anti racism on line seminar and will upload the certificate onto Governor Hub.

Q: *Is there anything from this training to share with the Governing Body?*

- The course focused on practical steps and the UNICEF accreditation of this school is relevant. There is much activity in the DoE regarding this issue. The training was very thought provoking. Governors for Schools provided this training
- Paul Good has completed update training (with the Scouts) on Prevent and Safeguarding
- Geoff Stevenson has completed safer recruitment training with the NSPCC

Action: Governors to update training undertaken onto their profile on Governor Hub

- The chairs briefings dates provided by MCC for autumn term have been circulated by the clerk and the focus will be on Covid-19.
- There is a remote meeting for Dioecian Governors on the 2nd October 2020 at 1pm.

Governor Link Responsibilities

Link Governor responsibilities will be agreed at the next meeting when the new parent governor is present.

Paul Good reported on issues with the parsonage which was flooded recently. The art work displays did huge credit to the children mainly of DCE. Paul Good suggested the school should consider a permanent exhibition in areas of the school to display the work of the children.

7. Policy approval

- There were no policies to approve at this meeting

8. Date & Times of 2020/21 Meetings

- Thursday 5th November 2020 at 4pm
- Thursday 21st January 2021 at 4pm
- Thursday 4th March 2021 at 4pm
- Thursday 13th May 2021 at 4pm
- Thursday 1st July 2021 at 4pm (meet the children)

9. Closing Prayer

The closing prayer was led by Andrew Bradley.

Signed.....

Date.....

Andrew Bradley (Chair)

Meeting closed 17:25

Summary of actions

- Action: MW to check with auditors if the online PI forms will suffice.
- Action: Clerk to report on Governor confirmation they have read the September 2020 updates on KCsiE and recorded this on Governor Hub.
- Action: Governors to update training undertaken onto their profile on Governor Hub