

**POVEREST PRIMARY SCHOOL
GOVERNING BOARD
MINUTES OF MEETING HELD BY VIDEO CONFERENCE DUE TO COVID-19 RESTRICTIONS
WEDNESDAY 1st July 2020 AT 6.30PM**

PRESENT:

Mr Baughan
Mrs C Dale
Mr K Graham
Mr S Haylen
Mr G Martin
Mrs J Nemeth
Mr M Parker
Mrs S Tysall (Chair)
Mrs S Weeks (Head Teacher)
Mrs A Willis

IN ATTENDANCE:

Mr P Haylock	Deputy Head Teacher
Miss K Lewis	Clerk
Mrs E Wilson	Deputy Head Teacher

Item	Agenda Item	Action
1.	APOLOGIES FOR ABSENCE Apologies were received and accepted from Pauline Baines. The meeting was quorate.	
2.	DECLARATION OF PECUNIARY INTEREST/NON-PECUNIARY INTEREST There were no declarations of interest in any agenda items.	
3.	MINUTES OF EXTRAORDINARY MEETING HELD ON 20TH MAY 2020 The minutes were approved and would be signed by the Chair.	
4.	ACTIONS/MATTERS ARISING 4.1 <u>Resignation</u> It was confirmed that Simon Murphy had resigned as governor. All other actions had been completed or were covered on the agenda.	
5.	UPDATE FROM THE HEAD TEACHER An update had been recently circulated to the GB: <ul style="list-style-type: none"> - Children were coming into school for half an hour to say goodbye to their teacher and be introduced to their new one. At the same time, they would be given their end of year report to reduce the number of times parents would have to come into school. Children who were already in school would come along to join their classmates. Siblings who were joining in September would be included to meet their new teacher and given a starter pack and teddy bear's picnic bag. - Three new Reception families were being met with each afternoon to allow the children to meet their teacher and a small number of children who would be in their class in September. - Children were being asked to complete a Geography focused project over the Summer holidays, and this would be linked with the 'The Lost Words' project that was started before the Lockdown. - The first two weeks back at school would be very much PHSE based to allow children who have been isolated throughout the pandemic to build up their confidence in feeling safe in school and "the outside world" again. 	

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	<p><i>Governors asked how the meetings with parents and children would be managed.</i> SW said that contact between adults would be kept to a minimum but if siblings were involved, they could mix. The school had strict procedures in place to ensure safety.</p> <p>It was reported that comments from parents on how the school had dealt with the return to school were very positive. There had not been any complaints apart from an issue with the school meals voucher system which had been resolved.</p>	
6.	<p>MONITORING VISITS- SAFEGUARDING, HEALTH AND SAFETY ISSUES</p> <p><u>6.1 Visits</u></p> <p>The Chair and MP had met with SW and seen the school in operation. There had also been contact by phone. The Chair had viewed the current risk assessment. Safeguarding had been discussed at every visit and the Chair had also met with the Head of Pastoral Care. The Chair and MP were very satisfied with the thoroughness with which the school had dealt with issues, and felt that how it had dealt with a particular incident was exemplary. It was confirmed that this matter had now been resolved.</p> <p>The Chair referred to the significant number of children that were now on the vulnerable list, which had seen a high number of additions since March. She provided a breakdown of referrals which demonstrated what the school had been dealing with throughout the lockdown period.</p> <p><i>Governors asked about raising awareness parents about safeguarding/ child protection matters.</i> SW reported on the opportunities for this. A number of parents had undertaken the online safety course and when allowed, more would be encouraged to come into school for this.</p> <p>It was agreed a meeting of the governor safeguarding team should be arranged to review safeguarding for this current academic year.</p> <p>JN had visited to go through the risk assessment from a health and safety perspective. She was very satisfied with what she had seen. The work that had gone into drawing up the assessment was acknowledged</p> <p><u>6.2 Chair and Vice Chair meetings</u></p> <p>The note of the video conference call on 19th June between the Chair and Vice-Chairs to discuss how to support the school had been circulated.</p>	<p>KG, Chair. PB</p>
7.	<p>PLANNING FOR SEPTEMBER 2020 AND BUDGET IMPLICATIONS</p> <p><u>7.1 September plans</u></p> <p>SW reported that planning for September was under way subject to government guidance. A number of new parents had asked about before and after school care, but the school's usual supplier had closed down. The school did not want to lose the opportunity to provide care, but how to manage this safely would need further thought.</p> <p>The plans and preparation for the current return to school had worked well.</p> <p><u>7.2 Budget implications</u></p> <p>SW reported that during a costing exercise the school's Finance Manager had discovered an error with regard to staff salaries which was not the fault of the school. This had had a significant impact on what had been reported when the budget was approved in May and the budget would now have to be revised to account for this. Governors were very concerned about the error which would need to be discussed by the Resources Committee.</p>	<p>Resources committee</p>

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	<p>Governors asked if there was adequate funding to support the return to school in September. It was reported that additional government funding as a result of the virus to cover certain circumstances had been applied for. Governors asked if additional facilities were needed. SW said that the LA had advised to wait for further government guidance. The school had use of the church and possibly four additional classrooms in the adult education centre.</p> <p>Governors asked about children accessing learning online. It was explained that teaching would continue to be provided online. TAs were available to answer questions. The school was very confident about its provision for this scenario and if there was a local lockdown. Every child from Year 2 upwards would receive their own chrome book and chrome books had also been lent to vulnerable families. There was an LGfL project to supply 4g dongles etc.</p> <p>It was reported that lottery funding had unfortunately been withdrawn for counselling, as it did not fall under Coronavirus purposes. Governors asked if this could be appealed. SW said that the school could reapply but it would have to use different criteria.</p>	
8.	<p>HEAD TEACHERS REPORT</p> <p>A report had been circulated which had been adapted to reflect the current situation. Data had been provided based on teacher assessment of children attending school and completing work online. Children had done very well considering the circumstances and were enjoying their learning. Behaviour had improved. Teaching staff had been asked to assess where children would be before the end of the year; teachers had worked tirelessly.</p> <p>Governors asked about the catch-up curriculum and what would happen in September to deal with gaps in learning. SW said that the beginning of next term would see a focus on mental health before returning to formal learning. There were resources available to allow fun projects to be set up to assess writing. This would link in with the geography project the children would be asked to do over the summer holidays. The main concern was those children that had been isolated and the reassurance and nurturing they would need about returning to school.</p> <p>Governors asked what was in place for those children who had not completed any work at home. SW said that this had been very frustrating; the children had been invited into school. The school would work with them until they returned to where they were. There was additional government catch up money which equated to approximately £91.00 per child.</p> <p>It was reported that there had been an improvement in applications for free school meals due to the hampers being provided for these families and hopefully this would continue and contribute to income.</p> <p>It was asked if there was any feedback from parents on help with home teaching. It was reported that parents that had been spoken to had appreciated the help provided. Governors acknowledged the excellent home learning being provided.</p>	
9.	<p>DIVERSITY OF BOARD MEMBERSHIP</p> <p>Improving the ethnic diversity of the board had been discussed at the Chair and Vice-Chairs meeting on 19 June. It had been accepted that it needed to be more representative. It was reported that there had been an</p>	

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	<p>approach by a parent about this and an informal meeting with MP had been arranged to discuss joining the board. It was confirmed that the usual process for appointing a co-opted governor would be followed. It was reported that while the school did not have a written protocol regarding the appointment of co-opted governors it followed a standard process. There were currently two co-opted governor vacancies.</p> <p>SW said that the school had been very proactive in improving and celebrating diversity and EW had undertaken a significant amount of work in this area.</p> <p>The diversity of the board was discussed, including reviewing the vision statement in this area. The Chair and Clerk would investigate guidance on recruitment. A working party was suggested to look at the makeup of the board and succession planning.</p>	Chair, Clerk
10.	<p>URGENT POLICIES</p> <p>10.1 <u>Sex and relationships (new policy)</u> Approved.</p> <p>10.2 <u>SEN statement (no material amendments)</u> Approved.</p> <p>10.3 <u>Biometrics (new policy)</u> Approved. A suggestion had been made regarding timing of reports to parents in relation to parent evenings.</p> <p>10.4 <u>NQT (new policy)</u> Approved.</p> <p>10.5 <u>Safeguarding COVID-19 addendum</u> Approved.</p>	
11.	<p>Other Urgent Business</p> <p>11.1 <u>Premises</u> It was reported that the school was liaising with the LA and the contractors involved in the new build on particular issues that had arisen.</p>	
12.	<p>DATE OF NEXT FGB MEETING</p> <ul style="list-style-type: none"> - 15 July, 6 30pm if required (virtual meeting) - 1st September, 6 30pm if required (virtual meeting). 	

The meeting closed at 7.40pm

Signed: Date: