

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the virtual meeting of the Full Governing Body held on Wednesday, 6th May 2020 at 6.15pm

Present: Karen Boardman (Headteacher) Anne Williamson (Chair)
 Gary Mogan Jessica Gilmour
 John Halsall Jo Patton
 Lorna Longman Hannah Denley
 Dan Wilkinson

In Attendance: Maria Riley (Governance Support Officer, Clerk)
 Sam Willsden (School Business Manager) – until 6.45pm
 Arran Brown (New School Business Manager) – until 6.45pm

		Action															
	<p>Welcome Prayer and Nominations for Chair The meeting started at 6.20pm and was opened with a prayer led by the Chair.</p> <p>The Chair welcomed the new foundation governor, Dan Wilkinson, and the new SBM, Arran Brown, to the meeting. She thanked Sam Willsden for her work as the previous SBM in school.</p> <p>The Chair asked for nominations for Vice Chair, Lorna Longman offered to be the Vice Chair, which was agreed by all governors present.</p>																
1.	<p>Apologies for absence, consents and declarations of interest <i>(related to this agenda)</i> There were apologies from Philip Hassall and Eileen Connolly with consent and no declarations of interest.</p>																
2.	<p>Minutes and Confidential minutes of the meeting held on 29th January 2020 Previously distributed. The Chair requested an amendment on page 3 of the public minutes, in the section named 'Progress Towards School Improvement' the last sentence needed to be changed to 'the Chair commented the targets set in the individual learning passports for children with special needs'.</p> <p>Approved. Both sets of minutes were agreed to be a true and accurate record and will be signed by the Chair at the next face to face FGB.</p> <p>6.30pm: Gary Mogan joined the meeting.</p>																
3.	<p>Action Plan and Matters Arising</p> <table border="1"> <thead> <tr> <th></th> <th>ACTION</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Check with Philip Hassall and Lorna Longman regarding the online child protection training at the next FGB.</td> <td>Lorna Longman will check if the training was completed and let the clerk know. The clerk will email Philip Hassall to check.</td> </tr> <tr> <td>2.</td> <td>John Halsall suggested he contact York Cares for any volunteers to come into school.</td> <td>Carried forward.</td> </tr> <tr> <td>3.</td> <td>The Headteacher will add the vision to the governors' visits pro-forma and send out to governors.</td> <td>Completed.</td> </tr> <tr> <td>4.</td> <td>The Chair will send the email contact to the clerk to send out to all governors if they wished to book on any training.</td> <td>Completed.</td> </tr> </tbody> </table>		ACTION	STATUS	1.	Check with Philip Hassall and Lorna Longman regarding the online child protection training at the next FGB.	Lorna Longman will check if the training was completed and let the clerk know. The clerk will email Philip Hassall to check.	2.	John Halsall suggested he contact York Cares for any volunteers to come into school.	Carried forward.	3.	The Headteacher will add the vision to the governors' visits pro-forma and send out to governors.	Completed.	4.	The Chair will send the email contact to the clerk to send out to all governors if they wished to book on any training.	Completed.	<p>LL Clerk</p> <p>JH</p>
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	5. Jo Patton agreed to check the compliance list and update at the next FGB.	Completed.	
4.	<p>Start Budget</p> <p>The Headteacher informed the governors there had been a robust discussion of the start budget at the Resources meeting last week and the Chair of the Resources committee had further questioned and challenged the SBM via email after the meeting which would be attached to the Resources minutes.</p> <p>The SBM reported all inflation had been added to the start budget and the pension and pay grant had been ratified. There was a teacher's resignation in the balance due to the current situation but the impact if they did not resign would be neutral due to other savings. There was a £4,499 surplus which reduced the deficit to £19,901 and in year 3 the school would have an £18,000 surplus. The Chair of the Resources Committee commented that the school finances were in a better position than predicated due to more grants received, the SBM agreed and added there was no capital gains next year also. The Chair of the Resources committee pointed out in 2021 the school would have 24 less pupils but would receive more money in grants and the Headteacher added there would be savings due to not replacing a TA position also.</p> <p>The Chair of the Resources Committee highlighted the additional information she had requested from the SBM showed the pupil to class teacher ratio was down from 19 to 17 showing the children would not be affected by the school's deficit. The Headteacher and SBM explained the supply budget was zero as this was in the guidance as absences would be covered by the insurance, however this did not start until day 11 of the absence. There was a buffer in the budget for courses for staff.</p> <p>Start Budget was Approved.</p> <p>The Chair thanked both SBM's for their hard work. The clerk will send this section of the minutes to the SBM to attach to the start budget.</p> <p><i>6.45pm – Sam Willson and Arran Brown left the meeting.</i></p>	Clerk	
5.	<p>Headteacher's Report</p> <p>The Headteacher reported on the following:</p> <p><u>Update on Statutory Assessments 2020</u></p> <p>SATs were cancelled including the Early Years (EY) profile. All official data collections would not be happening and there was no further guidance yet. The Chair challenged if Ofsted looked at the school's internal data was this up to date, the Headteacher responded assessment week had just taken place before school closed so the teachers had standardised scores for the majority of pupils, only absent pupils did not have these scores. These scores would be used to inform the pupil's reports and home learning would not be commented upon within the reports.</p> <p><u>School Provision for Children who were Vulnerable, SEN & Key worker children</u></p> <p>The staff had identified families who were eligible to send their children into school and the Headteacher contacted them. All families kept their children at home, with only two key workers children attending school in the first week and none since then. The vulnerable children with social workers had been contacted regularly and they were safe. The Chair queried if class teachers were contacting families, the Headteacher explained the Deputy Headteacher and herself had been contacting families alone with teachers communicating with families through Class Dojo. However, class teachers were now able to contact families on the phone or through Class Dojo still. The staff governor added the contact with families had been positive and they had built good relationships.</p>		

	<p><u>Safeguarding and Monitoring the wellbeing and welfare of pupils, staff and stakeholders</u></p> <p>The Headteacher explained pupils' welfare had been covered earlier, the staff had a WhatsApp group and were part of a staff Zoom meeting every week which had been useful for sharing ideas and answering any questions. They were creating a staff video for the children and they had looked at union's advice regarding videoing lessons which was discouraged due to safeguarding and safety. The Chair asked if all the staff were well, the Headteacher responded that they were.</p> <p><u>Support being given to parents and carers to help them educate their children at home</u></p> <p>The class teachers were sending out weekly work plans with learning activities, a mixture of online and off activities to give the children a balance. The work was set using Purple Mash and the children could submit their work for the teacher to comment on. The staff had also given parents useful websites to use. A parent governor commented there was a good range of resources, any issues with Purple Mash to start with had been quickly fixed by the staff and their child was enjoying the positive feedback from their teacher. Another parent governor commented their children had been missing the communication with their teachers so Class Dojo was a welcome introduction. He added the message from school was clear about doing work that was manageable and to stay safe and have fun. The Headteacher reported the staff governor had set up a google questionnaire for parents and 91% had said they could access home learning. 83% agreed the workload was the correct amount with 11% saying there was not enough work and 6% saying too much work. She added paper packs for home learning had been sent out to families who needed them.</p> <p><u>Issues arising from how the building is currently being used and remote working for staff</u></p> <p>The school building was closed and only opened for essential maintenance work and the site manager went into school daily.</p> <p><u>Re-opening of schools</u></p> <p>The Headteacher highlighted there were concerns around keeping safe and social distancing and the LA had been meeting with Headteacher's twice a week with any concerns being passed onto the Director of Education. They had formed working parties to plan a consistent approach and the Headteacher had joined a wellbeing party as this would be a big issue when children returned to school. A governor queried what degree of infection was acceptable, the Headteacher replied the school could not make that decision and the scientists would need to guide this. The SLT would make a decision about how many children would be safe to have in school. A governor asked was social distancing possible, the Headteacher responded this was not possible with younger children but the older children would understand more.</p>	
6	<p>Governance Matters</p> <p>The Chair reported the governor body had filled a foundation governor space with Dan Wilkinson and the new Reverend at St Barnabas' Church, Reverend Paul Millard, could become an Ex-officio on the governing body soon. The Headteacher and Chair had met with a parent before the school had closed who was interested in becoming a governor who had the skill set they were looking for. The Chair requested taking Chair's Action to take on the parent as a co-opted governor and the governors agreed. The Chair will send the new governors' details to the clerk to add to the database.</p> <p>The Chair asked for the Skills Audit to be added to the next FGB.</p>	<p>Chair</p> <p>Agenda</p>
7.	<p>Chair's Report</p> <p>The Chair reminded the governors to keep checking the school website for any updates and the school google drive. There was still online training to access also. The Chair thanked the Headteacher, Deputy Headteacher and all of the staff for the huge amount of work they had done. The work being sent out to pupils had been fantastic. The Headteacher commented she would pass on these thanks</p>	

	to staff.	
8.	<p>Committee Reports</p> <p><u>Resources Management Committee minutes 4th March 2020</u> The Headteacher requested a change in the minutes and will email the clerk the change.</p> <p><u>Teaching and Learning Committee minutes 10th March 2020</u> No comments to add.</p>	HT
9.	<p>Policies</p> <p><u>Safeguarding Policy Addendum and Privacy Statement during School Closure</u> The Headteacher explained they were both Local Authority policies and parents had been sent them too.</p> <p>Both policies Approved.</p>	
10.	<p>Health and Safety (standing item) Covered earlier in the meeting.</p>	
11.	<p>Correspondence None.</p>	
11.	<p>Confidentiality No confidential minutes.</p>	
12.	<p>Any Other Business</p> <p>The Headteacher informed the governors the out of school club may not re-open after lockdown was lifted as the club had a deficit and the staff had been furloughed, however if this did not continue they could not afford to keep the staff on. The Trustees had been applying for grants to keep it open. A governor queried what the deficit was, the Headteacher responded it was around £1,000 but the club found it difficult to make a profit. She added they did not pay rent to keep costs low. The Headteacher reported the Holgate Ward Committee had been positive in their response to funds and they were aiming for £6,000 to keep the club going. A governor suggested crowd funding or applying for the Aviva Community Fund which the Vice Chair agreed to look into. John Halsall agreed to contact Amey Consulting regarding any funding also.</p>	LL and JH
13.	<p>Date of next FGB meeting: Wednesday 8th July 2020 at 6.15pm</p>	

The meeting closed at 7.35pm

_____ APPROVED _____
Chair

_____ 8th July 2020 _____
Date

Action Plan following the Meeting of the Full Governing Body held on Wednesday, 6th May 2020

Number	Concern	Action	item	Person	Date
1.	Have all governors completed the online child protection training?	The clerk will email Philip Hassall regarding the online child protection training before the next FGB and the Vice Chair will let the clerk know if she has completed the training.	3	Clerk & LL	Before July 2020
2.	More volunteers needed in school.	John Halsall suggested he contact York Cares for any volunteers to come into school.	3	JH	By the next FGB
3.	The Start budget needs proof of approval by the FGB.	The clerk will send the start budget section of the minutes to the SBM to attach to the start budget.	4	Clerk	By May half term
4.	New co-opted governor	The Chair will send the new co-opted governor's details to the clerk to add to the database.	6	Chair	By May half term
5	Need to fill a parent governor place.	Parent governor election to be held once school had re-opened fully	6	HT	By October 2020
6.	The Resources minutes needed amending.	The Headteacher requested a change in the Resources minutes from the 4 th March 2020 and will email the clerk the change.	8	HT	Before the next Resources meeting
7.	The After school club needs funding to continue after the lockdown.	A governor suggested crowd funding or applying for the Aviva Community Fund for the after school club which the Vice Chair agreed to look into. John Halsall agreed to contact Amey Consulting regarding any funding also.	12	LL and JH	ASAP

Items for next FGB agenda:

- Governor Skills Audit & Training