

# ST BARNABAS' C.E. PRIMARY SCHOOL



## Minutes of the virtual meeting of the Full Governing Body held on Wednesday, 8<sup>th</sup> July 2020 at 6.15pm

Present: Karen Boardman (Headteacher) Anne Williamson (Chair)  
 Lorna Longman Jessica Gilmour  
 Philip Hassall Jo Patton  
 Maguire Agnew Hannah Denley  
 Reverend Paul Millard Dan Wilkinson

In Attendance: Maria Riley (Governance Support Officer, Clerk)  
 Arran Brown (School Business Manager)

		Action																																
	<p><b>Welcome Prayer</b>                      The meeting was opened with a prayer led by the Chair.</p>																																	
1.	<p><b>Apologies for absence, consents and declarations of interest</b> <i>(related to this agenda)</i>                      There were apologies from Gary Mogan, John Halsall and Eileen Connolly with consent and no declarations of interest.</p> <p>The Chair welcomed two new governors; Maguire Agnew and Reverend Paul Millard.</p>																																	
2.	<p><b>Minutes of the meeting held on 6<sup>th</sup> May 2020</b>                      Previously distributed.                      The 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>																																	
3.	<p><b>Action Plan and Matters Arising</b></p> <table border="1"> <thead> <tr> <th></th> <th>ACTION</th> <th>STATUS</th> <th></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>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.</td> <td>It was agreed the clerk would send out the safeguarding link in September for all governors to complete.</td> <td>Clerk</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> <td>JH</td> </tr> <tr> <td>3.</td> <td>The clerk will send the start budget section of the minutes to the SBM to attach to the start budget.</td> <td>Completed.</td> <td></td> </tr> <tr> <td>4.</td> <td>The Chair will send the new co-opted governor's details to the clerk to add to the database.</td> <td>Completed.</td> <td></td> </tr> <tr> <td>5.</td> <td>Parent governor election to be held once school had re-opened fully</td> <td>Carried over until September.</td> <td>HT</td> </tr> <tr> <td>6.</td> <td>The Headteacher requested a change in the Resources minutes from the 4<sup>th</sup> March 2020 and will email the clerk the change.</td> <td>The Headteacher will check and let the clerk know.</td> <td>HT</td> </tr> <tr> <td>7.</td> <td>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.</td> <td>Completed. The Aviva date had passed.</td> <td></td> </tr> </tbody> </table>		ACTION	STATUS		1.	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.	It was agreed the clerk would send out the safeguarding link in September for all governors to complete.	Clerk	2.	John Halsall suggested he contact York Cares for any volunteers to come into school.	Carried forward.	JH	3.	The clerk will send the start budget section of the minutes to the SBM to attach to the start budget.	Completed.		4.	The Chair will send the new co-opted governor's details to the clerk to add to the database.	Completed.		5.	Parent governor election to be held once school had re-opened fully	Carried over until September.	HT	6.	The Headteacher requested a change in the Resources minutes from the 4 <sup>th</sup> March 2020 and will email the clerk the change.	The Headteacher will check and let the clerk know.	HT	7.	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.	Completed. The Aviva date had passed.		
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	<p><u>Matters Arising</u> The Headteacher updated the governors the school club had received £3,000 from the Ward Grant. The money had been ring fenced for disadvantaged pupils, it would keep the school club going.</p>	
4.	<p><b>Finance Report – presented by the SBM</b> The SBM reported some changes to the finances due to Covid 19; the school had earned less in lettings so they had deducted £2,000 from this budget, they would reassess the lettings in September and the money the school had spent on extra resources might not be claimable under the Governments guidelines. They had made some savings employing a lower grade teacher and a TA, who was meant to start in April, had not been able to start until June. The surplus was £3,350. The Chair of the Resources Committee questioned what the deficit would be by Year 3, the SBM responded he did not have the exact figures however they would have a deficit next year and a surplus the year after. The Headteacher added that Sewell had absorbed the cost for the extra cleaning as there was reduced cleaning at the end of the day as a result of fewer classrooms being used. School had bought extra children’s workbooks using some of the PP budget. The Chair stated the governors would back the schools claim for extra costs.</p> <p>The Headteacher requested approval from the governors for two new signatories, Helen Galley and Sarah Curry, to be added to the bank account. <b>Approved.</b></p>	
5.	<p><b>Headteacher’s Report</b> The Headteacher reported on the following, <u>School Provision Update</u> The school re-opened on the 1<sup>st</sup> June successfully and it had been a positive experience with the children happy and settled. There were four groups in school with around ten children in each group and they had accommodated all children in Reception and Year 1 who wanted to return. School had defined and targeted the vulnerable groups and encouraged them to attend school. In Reception and KS1 eight out of eleven vulnerable children returned and ten out of the sixteen KS2 vulnerable children had returned. In Year 5, four from the five vulnerable/SEN had returned also. The Chair queried if it may be problematic in September for the children who were invited back to school but did not take up the offer, the Headteacher responded she did not think this would be a problem however this was difficult to judge. The Headteacher informed the governors their staff numbers had increased over time and all the number of staff happy to be in the school building has increased.</p> <p><u>Home learning</u> The Headteacher informed the governors home learning had continued and teachers had their planning and preparation time still. Parents had commented positively about home learning in a survey in April and they would send another survey out before the end of term. Any issues parents may have had regarding resources they had responded to with work books, pens etc. Some of the teachers had made videos or held zoom check ins to help the children. A Co-opted governor commented the school had done well with the home learning and keeping in touch. The Headteacher commented they would hopefully look at using a different platform in September. The Chair asked if there were many families who could not access the online learning, the Headteacher replied having enough devices or a good enough Wi-Fi access had been an issue for some families. The Headteacher explained the Year 6 children would return to school for two mornings in the last week and they would take part in a leavers assembly. They would hold a leaving service in church once it was safe to do so.</p> <p><u>Safeguarding</u> The Headteacher reported they had kept in touch with all vulnerable families, social workers and had continued with Child Protection review meetings.</p>	

	<p><u>Free School Meals (FSM)</u></p> <p>School lunches had been grab bags since June and families entitled to FSM had continued to receive the vouchers and would over summer too. The Headteacher thanked the Working Party for reviewing the weekly plans and responding with sound advice.</p> <p><u>September 2020</u></p> <p>The Headteacher reported the Health &amp; Safety planning guidance advised the bubbles would be returning to normal class sizes from September but the bubbles should not be mixed. There was flexibility around the size of the bubbles and Key Stage bubbles may be more appropriate for the school as this would make the day smoother. Staff could move between bubbles but not children. The Headteacher explained they were considering different options such as Reception and Year 1 being one bubble as they shared an outside area, however if they needed to have smaller class size bubbles they were working out a timetable and staffing for this also. The Headteacher suggested the Working Party met in August to finalise September plans. Drop offs and pick-ups were to be staggered and there would be a one way system at these times.</p> <p><u>Cleaning</u></p> <p>There was no clear guidance as yet on cleaning, at the moment a cleaner was working extra hours and cleaning the ‘hot spots’ around school. Also staff were currently washing resources however this would not be more difficult once they had 30 children back in the class. The Chair asked if dual placements would still happen, the Headteacher confirmed they would.</p> <p><u>Curriculum</u></p> <p>The Headteacher explained YSAB had put together principles for a post-Covid 19 world focusing on vulnerable pupils and where the gaps were. The staff in school were looking at this in connection to the school values and reconnecting with each other. The class names were changing to inspirational figures names and they would be focusing on wellbeing and emotions. A governor <b>challenged</b> if the focus was on wellbeing and catching up what would the affect be on the rest of the curriculum, the Headteacher responded the wider curriculum could be impacted such as History and Geography, but they would focus on these areas through their English lessons and would offer a broad and balanced curriculum. A governor asked if external groups, such as YOYO, would be allowed to visit school in September, the Headteacher replied they would with the correct risk assessments in place.</p> <p>The Chair thanked the Headteacher.</p>	
6	<p><b>Governance Matters</b></p> <p><u>Governor Vacancies:</u> The Chair highlighted there was one parent vacancy, which would be addressed in September.</p> <p><u>Proposed Governing Body meeting dates 2020-21: <b>Approved</b></u></p> <p><u>Governing Body Committee membership for September 2020</u></p> <p><b>Teaching &amp; Learning Committee</b> – Anne Williamson, Dan Wilkinson, Hannah Denley, Philip Hassall, Karen Boardman and Maguire Agnew.</p> <p><b>Resources Committee</b> – Lorna Longman, Karen Boardman, Gary Mogan, Jessica Gilmour, Jo Patton, John Halsall and Arran Brown (SBM).</p> <p><b>Pay Committee</b> – Anne Williamson, Jessica Gilmour and Jo Patton.</p> <p><b>Headteacher Pay Committee</b> – Anne Williamson, Jo Patton and Reverend Paul Millard.</p> <p><b>Pay Appeals</b> – Lorna Longman, Philip Hassall and Dan Wilkinson.</p> <p>Steering Group, Safeguarding governor and SEN governor to be decided.</p>	

7.	<p><b>Chair's Report</b></p> <p>The Chair thanked the Headteacher, Senior Leadership Team (SLT) and staff for putting everything needed in place so quickly. She also thanked the Working Party for supporting the Headteacher and staff. The governor skills audit would need to be addressed in September along with looking at stakeholder management, pupil and parent voice and an understanding of safeguarding and Prevent. The clerk agreed to look into governor safeguarding and Prevent training for September and send out the latest training booklet from the Governance Service.</p> <p>The Chair reminded governors the NGA were offering bite size training over the summer and asked the governors to send her any questions by the end of July regarding new family houses in York central which the local schools may not be able to accommodate the children. The Chair asked governors to keep checking the school website and Google Drive for any updates and gave a brief overview of a CYC meeting attended yesterday regarding the four areas to focus on moving forward; provision for the vulnerable, wellbeing of children and adults, supporting children and young people to and back to education and teaching and blended learning.</p> <p>The Chair informed the governors they would send out an end of year report to parents and thanked the following staff, who were leaving the school, for all their hard work; Eileen Connolly, Philip Jach and Marie Entwistle.</p>	<p><b>Agenda</b></p> <p><b>Clerk</b></p>
8.	<p><b>Committee Reports- for information only</b></p> <p><u>Resources Management Committee minutes 20<sup>th</sup> April 2020- Draft minutes</u></p> <p><u>Teaching and Learning Committee minutes 16<sup>th</sup> June 2020-Draft minutes</u></p> <p>The governors accepted the sub-committee minutes.</p>	
9.	<p><b>Policies</b></p> <p><u>Behaviour Policy</u> (recommended by the Teaching &amp; Learning Committee).</p> <p><u>RSHE (Relationships, Sex and Health Education) Policy</u> – The Headteacher reported that this policy hadn't been finalised so the policy wasn't presented at this meeting. The Headteacher reported that RSHE had been statutory from September but this has been put back to the summer term 2021. The school would start teaching the relationships and health parts of RSHE in September and would be consulting with parents about the policy during the Autumn term.</p> <p><b>The Behaviour Policy was approved.</b></p>	
10.	<p><b>Health and Safety (standing item)</b></p> <p>Covered earlier in the meeting.</p>	
11.	<p><b>Correspondence</b></p> <p>None.</p>	
11.	<p><b>Confidentiality</b></p> <p>No confidential minutes.</p>	
12.	<p><b>Any Other Business</b></p> <p>A governor highlighted she had attended virtual safeguarding update and the nurse leads had shared they were expecting a safeguarding surge when lockdown was eased. She added staff would need to be aware of this in school.</p> <p>A governor highlighted the success of the process the Headteacher had led and the rigour that had been applied to the risk assessment process needed to be used in the governance process. He suggested they needed a regular concerns log and regular checks of the mitigation plans. The governor agreed to send a suggested risk register to the clerk to use in meetings.</p>	<p><b>PH</b></p>



**Items for next FGB agenda:**

- Governor Skills Audit & Training

APPROVED