



**EDLESTON PRIMARY SCHOOL FULL GOVERNING BOARD MEETING
PART ONE MINUTES OF MEETING HELD ON 18TH MARCH 2021 AT 3:30PM**

Governors Present: Emma Humphries (EH) Chair
Len Simm (LS) Vice Chair
Rachael Bagni (RB) Headteacher
Emmanuel Arowosafe (EA)
Wendy Spry (WS)
Sue Worthington (SW)

Also in attendance: Mrs Su Garbutt Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The Chair welcomed Mr Arowosafe to his first Board meeting and introductions were made.

1. APOLOGIES AND ANY OTHER BUSINESS

- a) All governors were present at the meeting.
- b) It was agreed that guttering would be discussed under AOB.

2. CONFLICT OF INTERESTS

There were no potential pecuniary interests or conflicts of interest declared.

All governors had completed the annual declarations, including any conflicts of interest on governor hub.

3. MEMBERSHIP

- a) Governors noted the following changes to the membership of the Governing Board:
 - Resignation of Susan Pomeroy as a Co-opted Governor
 - Resignation of Katey Burgess as a Parent Governor
 - Election of Emmanuel Arowosafe as a Parent Governor from 11th December 2020 until 10th December 2024
- b) Governors noted the Board currently had the following vacancies:
 - 3 x Co-opted Governors
 - 1 x Parent Governor

Governors agreed the parent governor election would take place in the Autumn term to allow the new intake parents to be afforded the opportunity to stand. **ACTION: RB/EH/CLERK – Autumn term.**

Governors were asked to speak to anyone they knew who may be interested in becoming a Governor and pass their contact details to the Chair. **ACTION: ALL GOVERNORS**

- c) There were no terms of office due to expire before the next meeting.

4. COMMITTEES AND NOMINATED GOVERNORS

EA agreed to take on the Sports Grant and Pupil Premium Link Governor role. It was agreed that the Chair of Governors would mentor EA during the link governor visits.

5. PART ONE MINUTES AND MATTERS ARISING

- a) The minutes of the previous board of governors meeting held on 26th November 2020 were agreed as a correct record. Due to the virtual nature of the meeting copies would be signed and retained by the school once face to face meetings resumed.
- b) The action log was reviewed, and it was agreed that all actions had been completed.

6. IMPACT STATEMENT

For this term, the impact the GB have had has been focused on the safety of staff, pupils and the school community. The Board has supported the leadership team in reviewing and confirming risk assessments. The Board has sent regular communication to parents and to all staff to reassure and offer our support; there have also been staff wellbeing and home learning surveys. Business matters have been dealt with effectively via email between the Headteacher, Vice Chair and Chair.

Governor training has taken place; Emmanuel and Wendy both completing the introduction to Governance. Personal development is encouraged so that board members feel confident in decision making and helps ensure the overall effectiveness of the Board.

Governors have also attended the following courses:

- Effective Complaints Handling
- Leading the team of governors
- Effective use of school visits.

Governor recruitment has been a priority; we are committed to building a strong board

To engage with children the board have introduced a termly book review competition, where books and bookmarks will be awarded.

7. CHAIR'S ACTION

The Chair and/or Vice Chair had not made any decisions under the Chair's Power to Act on behalf of the board of governors since the last full governing body meeting.

8. COVID-19 UPDATE

- a) Governors had approved the updated Risk Assessments to open the school on 8th March 2021 via the L&M Committee and the Board **ratified** this action.
- b) The updated checklist and risk assessment had been reviewed at the L&M committee and were on the school website
- c) The Headteacher reported staff had seen all children on role now. One child was self-isolating and would be returning next week.

Staff had noticed that more pupils were struggling with the return after the latest lockdown. Reception pupils were tiring quickly and were tearful at having to leave parents. Two pupils in

other years had been particularly identified as requiring additional support and specific members of staff were working with these pupils on a 121 basis.

Governors noted that the children themselves had noticed some of their friends were struggling and had been talking to staff about how they can help.

Governor question: Have you noticed any changes to the children's routine, for example are they less active as they have been at home all the time?

Response: (WS) No, not that I have noticed. The children are enthusiastic about PE and have lots of energy! They are mentally tired but still very active.

Governor question: You mentioned the children are all following the rules well, is this for all classes or are the younger children exempt?

Response: (RB) It is very difficult for Early Years children; they want to play together, and this involves touching their friends. Adults must keep 2m apart and if they can't, they must wear a face covering. In EY and KS1 this isn't possible. However, the children are in a bubble and they don't mix with other bubbles.

Response: (WS) Each year group has their own designated areas for playing and eating at break and lunchtimes so they don't mix.

- d) The remoted education details were published on the school website and Governor Hub within the specified timeframe.
- e) Information on the curriculum and continuity of learning was discussed at the T&L committee and is also contained with the Headteachers report.
- f) Pupil attendance was 95.27%. The National figure was 95%.
- g) Information on minimising the impact of lockdown on disadvantaged pupils was discussed at the T&L committee and is also contained with the Headteachers report.
- h) All staff were tested twice a week and these tests would continue during the Easter holidays. There had been no cases to report to date.
- i) The Clerk would look into whether the school needed to complete a Data Protection Impact Assessment (DIPA) and report back to the Chair and Headteacher. **ACTION: CLERK**

9. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

- a) Governors noted the minutes from the following committees:

Teaching and Learning	25th February 2021
Leadership and Management	5th March 2021
- b) Governor monitoring visits were still not possible due to Covid-19 restrictions. However, the Chair and Vice Chair reported they had been in regular weekly communication with the Headteacher and staff throughout lockdown.
- c) The Headteacher confirmed the safeguarding audit form (Section 175 return) had been completed and the Vice Chair had reviewed it prior to submission.

10. FINANCIAL MATTERS

- a) Governors noted the Leadership and Management Committee had reviewed and interrogated the draft budget in detail at their meeting on 5th March 2021. However, the Board were informed the LA had moved from Oracle to Best for Business. Governors were pleased to note the school was in a positive budget position for all three years. Governors **approved** the draft budget for 2021/22 as presented and recommended by the L&M Committee.

- b) Governors had received information on the Covid-19 catch up premium at the L&M Committee meeting and the papers had been uploaded to Governor Hub. The Headteacher confirmed a report had been published on the school website.
The premium would be used to employ two tutors from the NTP plus 2 tutors known to the school, who would be starting at the beginning of the summer term. Currently 9 children, two from each class had been identified as requiring the most intense tutoring.
- c) Governors noted the school Bursar had conducted a benchmarking review and the information had been uploaded to Governor Hub and discussed at the L&M committee. It was noted the school was in a similar position to other schools benchmarked against. However, the Free School Meal figure had been out of date as the current figure is 26% and not 13% as in the report.
The school was not able to have small classes due to the location of the school and the number of pupils on role.
- d) Governors **approved** the cost of the staffing structure for 2021/22 as presented and recommended by the L&M Committee.
- e) A copy of the annual accounts and the Unofficial School Fund and the audit certificate 2019-20 had been uploaded to Governor Hub. Governors **received** these documents.
- f) Governors **approved** the Business Continuity Plan.
- g) Governors **approved** the Asset Register.
- h) Governors **approved** the Scheme of Financial Delegation.
- i) Governors noted the SFVS would be completed by the Chair, Vice Chair, HT and Bursar and submitted to the LA prior to 28th May 2021. Board approval would be sought via Governor Hub and ratified at the next FGB meeting. **ACTION: EH/LS/CLERK**
- j) Governors **approved** the Manual of Internal Financial Procedures.

11. PART ONE HEADTEACHERS REPORT AND MATTERS ARISING

The Headteachers report had been uploaded to Governor Hub prior to the meeting for all governors to review.

Governor comment: I note that you have asked for staff to continue to do their PPA time at home and I support this request.

Governors **approved** the request for staff to continue to undertake PPA time at their homes, and for this to continue after lockdown for staff wellbeing.

Governor question: Are there any technical innovations we have used during lockdown we would look at keeping such as virtual parents evening?

Response: (RB) Teachers have been conducting welfare calls and we will be making these calls again next week. The virtual parents evening did work, but I would like to have an open day after 21st June if possible so parents can come to school and join in with lessons and look at their child's books.

Response: (WS) During lockdown we did make lots of telephone calls and I found it manageable to ring all the parents. We did speak to all parents, even those who don't usually attend parents evening. It would be helpful for them to see the classrooms and school environment, and it would be nice for us to hold a celebration when we can.

The Chair stated that a science afternoon had been held previously and something similar could be offered with a picnic afterwards. The Headteacher responded that the school had planned to hold Sports Day on 9th July 2021 and that a picnic and celebration could be held at the same time if restrictions allowed.

The Headteacher reported that Year 6 had been asked what they would like to do for their leavers celebration and that the hoodies would be available for Year 6 pupils. The Chair stated that £112

had been raised towards the cost of the hoodies and although more fundraising was planned there was a need to be mindful that the pandemic had an impact on some people's income.

Governors were informed a staff survey had been completed on survey monkey and the return had been 100% positive.

Governor question: Has the school been helping parents complete the free school meals forms?

Response: (RB) We cannot do it for them, they have to ring up and register with the Local Authority. However, it is an easy process and our FSM numbers have increased from 23 to 56.

Governor question: I note there has been mention of provision for those pupils who are struggling but is there anything in place for those who are way ahead?

Response: (RB) Yes, it has changed slightly with the new framework with pupils being asked to go into greater depth exploring a concept further rather than moving on to something else. The group work is differentiated for pupils of all abilities.

A governor stated a lot of the media had been about catch up funding which could affect a child's self-esteem. All children will have missed out and the Headteacher had spoken to all the children pointing out what they had done such as cooking, sewing, spending time outside and with family.

12. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISOR

Governors noted a virtual visit had been scheduled for 25th May 2021.

13. STRATEGIC GOVERNANCE

The Board **agreed** to buy back the LA clerking and governor training packages for 2021/22 academic year. The number of hours bought back would remain the same as for this academic year.

14. CONFIRM TERM DATES AND HOLIDAYS FOR NEXT ACADEMIC YEAR 2021-22

The Board **approved** the term dates as presented for the 2021/22 academic year.

15. GOVERNANCE NEWSLETTER

Governors **agreed** a Governor Newsletter would be published during the beginning of the summer term and would include a question and answer session with some pupils.

Governors continue to communication with parents via a blog which is published on Class Dojo.

16. GOVERNOR TRAINING AND DEVELOPMENT

The summer term LA governor training programme was due to be published by the end of this week. The clerk stated all courses remained online at present, but it was hoped to offer a governor event towards the end of term if Covid-19 restrictions allowed.

Governors felt the online courses had been useful and would want at least some courses to be available online during the 2021/22 academic year.

17. SCHOOL POLICIES

Governors **approved** the Risk Assessments for School.

18. PLANNED RESIDENTIAL VISITS

Governors **approved** the proposed residential visit to Kingswood, Rhyl for 13th – 15th October 2021 for Years 3,4,5 and 6 if the Covid-19 restrictions allow.

The Chair and Vice Chair would review the risk assessments when received. **ACTION: EH/LS**

Governor question: Do all the classes go?

Response: (RB) No, the uptake per year isn't high which is why we open it up to so many year groups at the same time. If we only opened it to one year group the trips would not have enough children to go ahead.

19. MEETINGS

Governors noted the next meeting of the Board would take place on Thursday 24th June 2021 at 4pm. It is hoped this would be a face to face meeting in school if possible.

20. ANY OTHER BUSINESS

Guttering

The Headteacher informed the meeting that the school had sought carpet quotes from 3 companies to recarpet the school. The cost for this work was around £18,000.

Year 2 Smartboard required replacing at a cost of £1,200.

A quote for the guttering work was being sought, but the company had stated they couldn't guarantee any remedial work would keep torrential rain out as the canopy was too close to the school. The roof and canopy would need to be replaced to ensure the rain did not get in.

Question: How much is the quote?

Response: (RB) The workmen only came today so we haven't received the quote through yet. However, in the long term we want to get rid of the mobiles and have new builds.

The Chair stated that the school's assets were being destroyed by rain and there was a need to ensure the Early Years children had outdoor space. The Board requested the Headteacher to get a quote for the full replacement as there may be some community funds which could be tapped into.

ACTION: RB

The Board also requested a "best fix" quote to compare with the full replacement quote. The Chair and Vice Chair would review both quotes when received. **ACTION: RB/EH/LS**

The meeting moved to part 2

The meeting closed at 4.50pm

Signed: _____ Chair of Governors

Date: _____