

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF  
EDLESTON PRIMARY SCHOOL  
HELD VIA MICROSOFT TEAMS ON 26<sup>TH</sup> NOVEMBER 2020 AT 3.30PM**

**Governors Present:** Emma Humphries (EH) Chair  
Len Simm (LS) Vice Chair  
Rachael Bagni (RB) Headteacher  
Sue Worthington (SW)  
Katey Burgess (KB)  
Wendy Spry (WS)

**Also in attendance:** Mrs Vicki Howard Clerk to the Governors

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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**1. APOLOGIES AND ANY OTHER BUSINESS**

- a) All governors were present at the meeting.
- b) It was agreed that the committee structure would be discussed under item 7 and replacement of the school windows would be discussed under AOB.

**2. CONFLICT OF INTERESTS**

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

The Clerk reminded governors to complete their annual declarations, including any conflicts of interest on governor hub. **ACTION: KB, WS**

**3. PART ONE MINUTES AND MATTERS ARISING**

a) The minutes of the previous board of governors meetings held on the 9.07.2020 and 24.9.2020 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.

**Commented [HV1]:** Governors should have agreed the Housekeeping FGB minutes as well- sorry my fault. I forgot you have housekeeping FGB's! I can carry them across to the next FGB if you would rather

b) The action log was reviewed, and it was agreed that all actions had been completed with the exception of:

28.11.19 Item 17 - Organise a book competition

Prizes had been obtained however due to the pandemic this had not taken place.

24.09.20 Item 3 - Governors to complete annual declarations on governor hub and clerk to provide school with a record.

This was ongoing

24.09.20 Item 6 – Governor roles

This would be discussed at the Spring meeting

**4. IMPACT STATEMENT**

Governors agreed that the impact of the previous meeting had been:

- Ensuring that the school was ready to welcome pupils back after the national lockdown.
- Monitoring the wellbeing of staff, pupils and parents.

Governors thanked the staff for all the hard work that had been undertaken.

## 5. 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.

## 6. FULL SCHOOL OPENING AND ASSOCIATED UPDATES

a) The RA for the full opening of the school in September had been approved at the summer FGB meeting.

b) Control measures to limit the spread of Covid-19 were in place. RB was providing the Chair and Vice Chair with updates as and when changes to these measures were released by the LA.

c) Pupil and staff wellbeing

RB was monitoring pupil and staff wellbeing daily. Several children had begun to show signs of stress, however behaviour continued to be good. Teachers were supporting pupils and the new structure of the day had allowed teachers to spend more time with pupils in the morning to discuss their worries. A staff wellbeing survey had been carried out and the results shared with EH and LS. Staff were working together and supporting each other.

### Attendance

Attendance was in line with the national average at 95%. The school had experienced a sickness bug and 255 days had been lost due to pupils self-isolating. Monitoring pupil absence was time consuming. Many parents did not phone in to report their child's absence or left unclear reasons on the school absence line. These needed to be followed up to ensure compliance with national guidelines on self-isolation. 68 pupils had attendance below 95% and these were being monitored. This additional interaction between school and home was having a positive effect and staff felt that they had a better relationship with parents.

***Governor comment: The school has always had an open-door policy, but it is great to see that healthy relationships between home and school are still being fostered despite the pandemic.***

### Staffing

A member of staff was due to begin a period of maternity leave. This would be covered by another member of staff. Discussions were taking place as to whether both members of staff would job share the role once the maternity leave period ended.

### Coronavirus catch up premium

The school had registered with the National Tutoring Programme and was awaiting a response. A subscription to the online programme Nessy had been purchased. Pupils in school and those self-isolating at home would be able to access the package and the school would be able to monitor pupil's work. Workbooks linked to year group objectives had been purchased. A 20-week Nuffield Early Language Intervention (NELI) programme would begin in January to support pupils with their oral language skills.

**Q. Is the National Tutoring Programme the best way to make use of the money?**

*A. If we cannot find a tutor through the programme, we will use staff that we know to help with the catch up.*

Health and Safety

A systems Health and Safety audit had been carried out by the LA in October. All actions from the previous audit had been completed. Two further actions were identified – a risk assessment for the Covid-19 hand sanitisers and cleaning products and a risk assessment for the fogging machine were both required. Both had been completed. It was also recommended that a photograph of the gritting plan on the school gate should be taken.

LS had visited the school on the 7.10.2020, while pupils were not present, to see how the Covid-19 risk assessment was being implemented and to complete a Covid-19 cleaning review. Although funding was not available for additional cleaning hours, the school had applied for funding for the outside sinks and the fogging machine. The purchase of a fogging machine had significantly reduced the workload and the time required to complete the necessary cleaning.

Safeguarding

There were currently no children on Child Protection. 2 children were on Child in Need, there were 2 cared for children and 2 post looked after children.

d) and e) had been discussed under section c.

f) LS was continuing to visit the school when pupils were not present to monitor Health and Safety. All other monitoring would be carried out via email

**7. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**

a) Minutes of committee meetings were available on governor hub. It was noted that due to the resignation of Mrs Pomeroy committee membership would need to be reviewed. To ensure quoracy it was agreed that Mrs Worthington would join the Salary and Recruitment committee. Due to the small size of the board it was also agreed that should a pupil exclusion committee be required support would be sort from a fellow school. A discussion took place regarding the size of the board and whether individual committee meetings were still required. It was agreed that the board would continue to hold committee meetings to spread the workload throughout the year, however these would involve similar members attending each meeting. A parent election was currently taking place to try and recruit additional governors.

b) There were no other reports from committees.

c) There were no recommendations requiring the approval of the board of governors.

d) LS confirmed that he was contacting RB every week to check on staff wellbeing.

## 8. FINANCIAL MATTERS

- a) The purchase of annual contracts had been approved at the Leadership and Management Committee meeting on the 16.10.2020.
- b) The annual accounts and audit certificate for the Unofficial School Fund had been circulated on Governor Hub prior to the meeting.
- c) Helen Sarson was confirmed as the auditor of the Unofficial School Fund.
- d) The Budget v Actuals for the current year had been reviewed at the Leadership and Management Committee meeting on the 16.10.2020.
- e) Governors had been updated on progress against the 3 year budget plan at the Leadership & Management Committee meeting on 16.10.2020
- f) The school were still awaiting feedback from the LA regarding the 2019-20 SFVS submission. RB and the SBM had begun to gather evidence based on advice from the previous academic year for the 2020-21 submission. Once feedback had been received a working party would be created to complete the submission.
- g) The MOIFP had been circulated on governor hub prior to the meeting. Governors **approved** the document.

## 9. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

The Headteacher's report had been circulated via governor hub prior to the meeting. Attendance had been good despite the pandemic. Assessments were due to take place and attainment data would be available at the end of December. Training was ongoing using online programmes and meetings were taking place remotely.

### **Q. How have the admin team coped with the levels of paperwork required during the pandemic?**

*A. Parents can now pay for dinners and snacks via SIMS. This has reduced workload for both teaching staff and office staff as money does not need to be collected every day. We can now contact most parents via email although communication with EAL parents is still challenging. We are still not always able to contact parents as their phones are switched off during school hours. We are also having to reiterate track and trace rules and remind families that should be self-isolating not to go out and mix with other families.*

## 10. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISOR

RB had met remotely with the SIP in October via Microsoft Teams.

### **Q. Will the focus still be on early years and Y1?**

*A. Our results are low but Ofsted were happy with the pupil's books and the level of teaching so this may change.*

The SIP would revisit the school in the summer term to analyse data. Writing was a challenge for EAL pupils who were still becoming fluent in English. Grammar was often awkward, and although excellent story tellers, the criteria based on punctuation, grammar and vocabulary made it very difficult for EAL pupils to meet the expected standard. Work was taking place to address these issues.

## 11. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT

The Clerk reminded governors of the training available on Governor Hub via Modern Governor and the Local Authority.

## 12. SCHOOL POLICIES

Governors **agreed** the following policies:

- Admissions arrangements
- Data Protection Policy
- Lettings Policy
- Child Protection Policy
- Behaviour Policy and Addendum
- Virtual Meeting Protocol
- Pay Policy for Non-Teaching Staff
- Foundation Stage 2/ Reception Health and Safety Policy
- EYFS
- First Aid
- SEN and Disability Policy
- Staff Discipline, Conduct and Grievance
- Statement of Procedures for Allegations of Abuse Against Staff
- Child Privacy Notice
- Charging and Remission Policy

The Pay Policy for Teacher's had been **agreed** at the Salary and Recruitment Committee meeting on the 6.11.2020. Governor **ratified** the decision.

The following policies had been agreed at the Teaching and Learning committee meeting on the 22.10.2020

- Complaints Policy and Barring People
- Capability of Staff Policy
- Children with Health Needs Policy
- Looked After Children Policy
- Remote Learning Policy
- Teacher's Remote Learning Policy

Governor's **ratified** the decision.

The following policies had been agreed at the Teaching and Learning Committee meeting on the 27 Feb 2020. Due to the pandemic, national lockdown and the cancellation of full board meetings they had not been ratified.

- Exclusions Policy
- Freedom of Information
- Freedom of Information Scheme
- Governor Allowances
- NQT Policy

Governors **ratified** the decision.

### 13. PLANNED RESIDENTIAL VISITS

All residential visits had been postponed due to the pandemic.

### 14. MEETINGS

Meetings for the remainder of the academic year were confirmed as:

#### SPRING TERM:

Agenda meeting	Friday 8 January 2021	9.00am
L&M	Friday 5 March 2021	9.00am
Teaching & Learning	Thursday 25 February 2021	4.00pm
FGB	Thursday 18 March 2021	3.30pm

#### SUMMER TERM:

Agenda meeting	Friday 7 May 2021	9.00am
L&M	Friday 18 June 2021	9.00am
Teaching & Learning	Thursday 20 May 2021	4.00pm
FGB	Thursday 24 June 2021	3.30pm

### 15. AOB

RB and LS had attended a meeting on the 4.11.2020 with South Cheshire Glass regarding replacement of the school windows. A building survey had been completed in 2019 however the school had not been provided with details of any outcomes regarding the presence of asbestos. A further survey would need to be carried out before work on the windows could commence. The school had been advised that an asbestos survey should have been carried out before a bid was made for funding as costs could increase dramatically if asbestos was found. This had not been made clear on the bid paperwork. A survey had been booked for 7 December 2020. It was also unclear whether planning permission and/or compliance with building regulations would be required.

**Governor comment: As an LA building it is very disappointing that support is not provided when repairs and improvements are needed. All paperwork should specify the exact documentation that is needed prior to submission.**

*A. It is imperative that we have windows that can be opened in the classrooms to ensure they are well ventilated and safe particularly during the Covid-19 pandemic. Ian Hales has agreed to support us with an additional bid should it be necessary. We have an £8500 contingency fund but if asbestos is found and the costs increase significantly governors will need to decide whether we should use the £10,000 set aside for new toilets.*

**Q. Do you have to bid for funding for all works even though we are a LA school?**

*A. Yes. It is not an area that we are experts in, and this causes significant stress. Different departments require different forms and information which makes the process very confusing. South Cheshire Glass will be project managing the work.*

The meeting moved to part 2

**The meeting closed at 4.40pm**

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_