



CLIFTON GREEN PRIMARY SCHOOL
Minutes of the meeting of the Full Governing Body held via Google Meet
on 28th April 2020 at 6pm

- Present:**
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| Nicola Jones (Acting Headteacher) | Peter Murray [to 6.45pm] |
| John Kesterton (Chair) | Jonathan Wilcox |
| Sue Boyle | Kath Wood |
| Joanne Lunardi | Adam Barton |
| Graham Miller | Arif Khalfe |
- In Attendance:**
- George Gardiner (Assistant Headteacher) [to 6.45pm]
 - Lisa Green (School Business Manager) [to 7.15pm]
 - Jess Swarbrick (Governance Support Officer, Clerk)

1.	<p><u>Welcome, Apologies for Absence & Declarations of Interest</u></p> <p>The Chair welcomed everyone and outlined the protocols for virtual meetings.</p> <p>There were no apologies or declarations of interest.</p> <p>The Chair reported that Richard Dacosta had stepped down from the governing body following the end of his term of office. Governors formally noted their thanks to Richard for his work and commitment during his time as a governor, and wished him well for the future.</p>	
2.	<p><u>Notes on Chair's Action</u></p> <p>The Chair formally outlined the details of Chair's Action, as set out in statutory regulations. All governors confirmed they were happy for Chair's Action to be used as necessary, in circumstances where an urgent decision was required which could not wait until a formal governors' meeting.</p> <p>All governors also confirmed their approval of the requirement for virtual meetings to continue as necessary during the current situation.</p>	
3.	<p><u>Update on the current situation – including formal note of thanks to all staff</u></p> <p>The Chair reported that he had written to all staff and parents at the end of March, outlining the current situation – that the school was closed to all but vulnerable children and the children of keyworkers. He advised that he had received several responses from staff thanking the Headteacher and governors for their support during this situation. The Chair encouraged governors to get in touch with staff they knew in school, to continue to offer support.</p> <p>The Headteacher provided an update on four key areas:</p> <ul style="list-style-type: none"> - Staff - In-school Provision - Home Learning - Safeguarding <p>She advised that this built on the information which was sent out to governors on 31st March outlining the school's response to the current situation.</p> <p>Staff</p> <p>The Headteacher reported that staff were generally doing very well. She noted that there had been some suspected cases of Covid-19 amongst the staff, though this had been prior to having access to testing, which was now available through the LA. She further noted that there had been no serious implications from this which was fortunate.</p>	

The Headteacher reported that staff had been incredibly supportive and highly flexible, adapting well to working separately in two teams, led by herself and the Assistant Headteacher. She advised that most staff were in school only one to two days per fortnight, with other work being undertaken at home. The Headteacher advised that this included preparing resources for home learning, and also starting work on writing reports, based on autumn and spring term data. She advised that guidance from the DfE had not yet been issued on what would happen with end of year reports, but these were being prepared nonetheless.

The Headteacher reported that she had contacted all staff last week to check on their mental health and wellbeing, and had been sharing resources and support networks. In addition, she advised that she was continuing her own CPD in coaching for mental health through fortnightly virtual sessions. Staff were keeping in touch socially as well, checking in and looking out for each other.

In terms of other CPD, the Headteacher advised that staff had been undertaking online courses focused on first aid, safeguarding and SEND. The Senior Leadership Team (SLT) were meeting regularly on a virtual basis, and she was also looking at holding online staff meetings.

The Headteacher reported that the LA had been in daily contact at the start of this situation, but this had now reduced and she was involved in a twice weekly virtual meeting for maintained school headteachers. She advised that this had been an incredibly useful network and forum for discussing the issues which all schools faced.

In-School Provision

The Headteacher reported that numbers of children attending school had been low, between one and eleven each day. She advised that attendance details were recorded daily and submitted to the DfE. There was a skeleton staff in each day, working in three teams focused on the children, pastoral and admin support and kitchen duties.

The Headteacher advised that hygiene and social distancing was a priority but a challenge, particularly with younger children. It was noted that this would present further challenges when schools eventually re-opened.

The Headteacher reported that the school had been providing lunches from the start of the situation for children on Free School Meals, though numbers for this had dropped with the introduction of the government voucher scheme. She advised that this had been a significant challenge initially, though most families did now seem to be able to access this. The school continued to phone families regularly to check they were getting the codes they needed to access the vouchers. The Headteacher advised that the school was now only providing a very small number of meals to families who had opted for this rather than the vouchers, and these were collected daily.

The Headteacher reported that Snack Shack continued, with staff collecting donated food for provision in the community. She advised that food parcels were being provided regularly from school to a small number of vulnerable families, and other members of the community could access Snack Shack from the front of school.

The Headteacher advised that a risk assessment had been carried out for the current working situation, including consideration of paediatric first aid qualified staff for Reception aged children. She advised that the LA had recognised the difficulties in guaranteeing that a trained member of

staff would be in school every day. The Headteacher advised that all staff did have first aid at work training.

The Headteacher reported that the pastoral team were working hard to contact vulnerable families, both those who met the definition set out by the DfE, and those who did not but were known to school. It was noted that this amounted to 83 children who were being contacted regularly. She advised that records were kept of all contact made, with a summary of the conversation.

Governors were encouraged by the work from staff in ensuring continued contact and monitoring of vulnerable families. A question was asked about how far children should be encouraged to come to school, rather than being supported through regular phone calls. The Headteacher advised that where a decision had been made that a child should come in to school rather than work at home, this had been done in discussion with their social worker where appropriate, and also using the knowledge of the children involved. She advised that this was being looked at on a case by case basis, where it was felt that coming into school would benefit both the child and the family by alleviating pressures.

Governors asked whether any consideration had been given yet to an action plan to address gaps in children's learning as a result of school closures. The Headteacher advised that a lot would rely on when schools were able to re-open and also how this would be done, for example with phased returns by year group. She advised that the school would look at baseline testing on return, and there would need to be a focus on boosting children's knowledge in different areas of the curriculum. The Headteacher advised that discussion in the citywide headteachers' meetings had recognised that when schools re-opened, they would not return to "normal" ways of working. Instead, there would need to be a lot more flexibility and small group interventions. The Headteacher also emphasised that the key concern would be children's potential loss of social skills, and also issues around mental health.

Governors noted that there could be no assumptions at this point about how and when schools would re-open. In addition, there needed to be recognition that all children would be at different stages in their learning when they returned. It was agreed that the key was to ensure the best quality teaching and learning was in place to be able to support children.

Home Learning

The Headteacher reported that the school was using Google Classroom for Years 1 to 6 and weekly work was being set. She noted that not all children were accessing this, and teachers were being asked to phone their pupils on a two weekly basis to check in on their learning, as well as their wellbeing.

Governors asked for confirmation of whether phone calls home were being made from school only. The Headteacher advised that some calls were being made from staff's personal phones, but they had been instructed to ensure their number was withheld. She further advised that staff had been given the option to come in to school to make the calls if they preferred. The Headteacher assured governors that staff were confident in bringing any concerns or worries to the Senior Leadership Team. All phone calls were logged, and where no contact was made then home visits were arranged to check up. The Headteacher also confirmed that if there was no response from this, a referral would be made through the safeguarding route.

The Headteacher reported that an age appropriate wellbeing support pack was being produced for every child in school, with key contacts and activities. She emphasised the importance of keeping wellbeing and mental health at the forefront. Guidelines were also being created for teachers for

	<p>expectations in terms of home learning, which was now more structured and included English and Maths work each day plus an aspect of topic or wider curriculum.</p> <p>The Headteacher reported that she provided a home learning update each Monday for families via Facebook, signposting useful resources where they were available. In addition to this, there was a story session each Wednesday and Mr Gardiner and Mr Palmer ran Together Time on a Friday afternoon.</p> <p>Governors thanked the Headteacher and staff for all they were doing to make things work during this time.</p> <p>Safeguarding The Headteacher reported on two safeguarding incidents involving children at school. It was noted that these had been reported and were being monitored.</p>	
4.	<p><u>Summary of LA discussions on re-opening</u> The Headteacher advised that no guidance had been issued from the LA at this point about the re-opening of schools. She advised that a lot of speculative discussion was taking place, but any action would be dependent on decisions made by the DfE. The Headteacher reported that she had joined a working party of professionals from across the LA to look at the best way to approach re-opening. This included consideration of physicality, as well as social and emotional mental health needs.</p>	
5.	<p><u>YSAB Update</u> The Headteacher reported that the use of the funding for 2019/20 had been reviewed, with some being carried over to the 2020/21 financial year. She advised that she would be putting in a bid for a further year of support to the York Schools Academies Board (YSAB).</p>	
6.	<p><u>Approval of Governor Appointments and Re-Appointments</u> Governors unanimously approved the appointment of Adam Barton as co-opted governor.</p> <p>Governors unanimously approved the appointment of Jonathan Wilcox as co-opted governor, a move from his previous role as parent governor.</p> <p>It was noted that there were two parent governor vacancies, though it was not possible to hold an election for these whilst schools were closed. A further co-opted governor vacancy was also noted.</p> <p>ACTION: Arrange parent governor election when possible.</p>	NJ
7.	<p><u>Budget Update</u> The Period 12 Monitoring Report and 2020/21 draft Start Budget had been circulated in advance of the meeting. It was noted that a response to questions from governors on significant negative variances had also been included with these documents.</p> <p>The Business Manager advised that the biggest cost within the financial year related to staffing, including the increase in leadership costs for both the previous Headteacher and Interim Headteacher up to February 2020. In addition, backfill for teaching in Hornbeam as well as bought-in SENCO support from January 2020 had also increased staffing costs.</p> <p>From the Period 12 report, governors noted the negative carry forward figure of just over £77,000. The Business Manager advised that the Period 13 monitoring report would have the absolute final</p>	

	<p>outturn figures, which may change the carry forward. She advised that this would be provided at the next meeting along with the start budget for approval.</p> <p>In response to a question from governors about how the expected carry forward compared to other schools in the city, the Business Manager advised that it was often difficult to have an accurate picture at this point. She advised, however, that lack of clarity from the DfE about the length of continuing grants including Teachers' Pay and Sports Premium, meant that budgets needed to be set assuming that these would not be available longer term.</p> <p>ACTION: It was agreed that the Chair and Resources Chair would discuss the Period 13 report in more detail prior to the next FGB meeting, when the start budget would be presented for approval.</p> <p>The Business Manager advised that in setting the start budget, assumptions on income had been cautious, whilst expected expenditure had been based the draft start budget on a worst case scenario. She advised that potential savings were possible around planned decorative and maintenance work. In addition, proposed changes to the staffing structure to be discussed under item 8 had also been included in the start budget. The Business Manager advised that following discussion by the Resources Committee, a decision had been made to not buy into staff absence insurance, but rather put additional money into the supply budget. She added, however, that the intention would continue to be to cover any absence internally where possible, for the benefit of continuity.</p> <p>The Business Manager reported for the record that the school now had two procurement cards, applied for through the LA and held by herself and the Headteacher. She advised that these would be used only where there was no other option available.</p> <p><i>[George Gardiner and Pete Murray left the meeting at 6.45pm]</i></p>	<p>LG / NJ / GM / JK</p>
<p>8.</p>	<p><u>Staffing Update</u></p> <p>The Headteacher reported that staffing was significantly linked to the budget, and was based on the premise of continuing with 15 classes, and a Reception intake of 50 children. She advised that it had been agreed through discussions with the Chair and the Business Manager that the priority moving forward would be to meet the needs of all children – academic, wellbeing, social and emotional and SEND. The Headteacher advised that the school had a significant level of SEND funding due to an increase in the number of children with a high level of need, particularly in the current Reception cohort. She advised that this had to be used to support these children, and the staffing planning was based around ensuring all children could access education.</p> <p>The Headteacher reported that three members of staff were due to go on maternity leave in the autumn term – one MSA/After School Club worker, one Early Years teacher and one Reception teacher. She outlined the proposed arrangements to cover these posts as follows:</p> <ul style="list-style-type: none"> * MSA/After School – to cover internally with existing TAs taking on additional hours. * Early Years teacher – the 2019/20 structure included an additional teacher in Early Years. However, the Headteacher proposed not including this for 2020/21, as the level of need for the new cohort was not expected to be as high as this year. * Reception teacher – the Headteacher proposed appointing cover on a fixed term supply basis. <p>There would also be a further two vacancies for teaching staff from September due to staff leaving.</p>	

The Headteacher outlined a proposal to cover one of these through a job share, and to look at a temporary appointment for the other role until a permanent recruitment process could be run in the autumn term for a January 2021 appointment.

AGREED: Governors approved the proposed arrangements for recruitment to the two teaching staff vacancies and the proposals to cover maternity leave as outlined above.

The Headteacher advised that in addition to this, the Reception teacher due to go on maternity leave, along with a number of other members of teaching staff, was currently on a fixed term contract. She asked for governors' approval of the proposal to move these staff on to permanent contracts. The Headteacher advised that she had no concerns about any of these staff, and they were all effective and fully committed to the school.

AGREED: Governors approved the proposal to move the teachers on fixed term contracts onto permanent contracts from September 2020.

The Headteacher advised that the 2020/21 start budget also included a number of proposed uplifts for admin and support staff which required governors' approval:

The following discussion has been recorded as a separate, confidential minute.

Governors asked whether there was evidence and documentation to show where staff were working above and beyond their current pay grade. The Headteacher advised that there had been a plan for this term to involve admin and support staff in the appraisal process for the first time, though this had been put on hold due to the current situation. She advised that this would be put in place for September. The Headteacher advised that she appreciated the level of challenge from governors on this matter.

Governors agreed it would be helpful to see details of the staffing structure set out, to show where the uplifted roles would fit to undertake the work which needed to be done in school.

ACTION: The Headteacher agreed to forward an outline of this to the Chair and Vice Chair.

NJ / JW/
JK

AGREED: Subject to a review of this staffing structure outline, governors approved the proposed uplifts.

Leadership Structure

The Headteacher outlined the proposed changes to the leadership structure, which had been discussed in detail previously by the Resources Committee. She advised that the proposal included having three Assistant Headteachers plus a Headteacher, in place of the current structure (Headteacher, Deputy Headteacher, Assistant Headteacher).

The Headteacher advised that each of the three Assistant Headteachers would have a specific responsibility as follows: Key Stage 1, Key Stage 2, Inclusion and EYFS (to include the role of SENCO). She advised that the broadening out of these roles would enable a focus on teaching and learning which was currently the remit of the Deputy Headteacher.

The Headteacher advised that recruitment would be internal only, with expressions of interest invited from existing staff. She advised that the proposed structure had been included within the 2020/21 start budget, though actual costs would depend on individual appointments.

The following discussion has been included as a separate, confidential minute.

	<p>With reference to Headteacher recruitment, the Chair advised that it was hoped the school would be in a position to move forward with this in the autumn term, with a start date dependent on the successful candidate's availability. It was noted that this could be up to Easter 2021 depending on notice periods required.</p> <p>Governors asked whether the Headteacher recruitment process should be brought forward, if schools re-opened before the summer break. The Chair advised that internal discussions could begin, but there was no advantage to advertising before the summer in any event.</p> <p>APPROVED: Governors unanimously approved the proposed leadership structure.</p> <p><i>Cleaning Staff</i></p> <p>The Business Manager reported that a discussion had taken place at the last Resources Committee meeting about the implications of the proposed building works over summer on cleaning staff. She explained that in the past two years, the school had been closed completely during the summer, meaning that cleaning staff were not able to fulfil their hours over this time. They had been encouraged to take any leave within term time, but a concern had been raised this year, with some staff contacting UNISON to seek advice.</p> <p>The Business Manager advised that the contract for the work had not yet been awarded, and the LA were reticent to discuss this due to the current situation and uncertainty about businesses operating during the pandemic. She advised that it was expected that following any future announcement from central government, the LA would be able to inform the school whether the work would be going ahead.</p> <p>Governors agreed that when confirmation had been received, advice would need to be sought from HR on how to proceed. It was also recognised that if the building was inaccessible then cleaning staff would not be able to fulfil their role, but would continue to be paid by school.</p> <p><i>[Lisa Green left the meeting at 7.15pm]</i></p> <p><i>The following discussion has been recorded as a separate, confidential minute.</i></p>	
<p>9.</p>	<p><u>Any Other Urgent Business</u></p> <p>Governors asked whether there were plans to get any additional support involved in planning for how social distancing would work when school re-opened.</p> <p>The Headteacher advised that the whole staff team had been incredibly flexible and adaptable, and she was confident that they would step up to any requirements necessary to address this issue.</p> <p>The Headteacher further advised that currently, there was no certainty on when schools would re-open, and how this would be done. She noted that the safety of staff would have to be ensured in any situation.</p>	
<p>10.</p>	<p><u>Date and Time of Next Meeting</u></p> <p>It was agreed that the remaining scheduled meetings, including committee meetings for the year would be retained, with an invitation to all governors to attend. The dates were noted as follows:</p> <p>Tuesday 12th May 2020, 6pm Tuesday 16th June 2020, 6pm Tuesday 23rd June 2020, 6pm Tuesday 14th July 2020, 6pm</p>	

"A school where children not only have high achievement, but experience opportunities to enrich their lives.

A school that has family and community at its heart".

The meeting closed at 7.25pm.



12/05/2020

Mr John Kesterton, Chair

Date

Clifton Green Primary School - Action Plan following the meeting of the Full Governing Body held on 28th April 2020

	Action	Agenda Item	Person(s) Responsible	Timescale
1	<i>Arrange parent governor elections when school re-opens</i>	6	<i>Nicki Jones</i>	<i>September 2020</i>
2	<i>Review Period 13 monitoring report prior to start budget approval</i>	7	<i>Nicki Jones, John Kesterton, Graham Miller, Lisa Green</i>	<i>08/05/2020</i>
3	<i>Forward outline of support staff structure to Chair and Vice Chair</i>	8	<i>Nicki Jones, John Kesterton, Jonathan Wilcox</i>	<i>08/05/2020</i>