



CLIFTON GREEN PRIMARY SCHOOL
Minutes of the meeting of the Full Governing Body held via Google Meet
on 12th May 2020 at 6pm

Present: 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)
 Jess Swarbrick (Governance Support Officer, Clerk)

1.	<p><u>Welcome, Apologies for Absence & Declarations of Interest</u> The Chair welcomed everyone to the meeting. There were no apologies or declarations of interest.</p>	
2.	<p><u>Minutes of the previous meetings (3rd December 2019 and 28th April 2020)</u> Previously distributed. The minutes were agreed to be a true and accurate record. It was noted that all minutes would be signed in person at the earliest opportunity.</p> <p>With reference to the Action Plan:</p> <ol style="list-style-type: none"> 1. <i>Arrange parent governor elections when school re-opens</i> To be carried forward. 2. <i>Review Period 13 monitoring report prior to start budget approval</i> To be discussed under item 3. 3. <i>Forward outline of support staff structure to Chair and Vice Chair</i> Ongoing. The Headteacher advised that work on next year's staffing structure was underway, and the support staff structure would cascade from this. It was further noted that this had also been discussed as part of the review of the start budget. <p>There were no other matters arising.</p>	
3.	<p><u>2019/20 Final Outturn and 2020/21 Start Budget</u> The Business Manager reported that Period 13 had been uploaded to the Governors' Drive prior to the meeting. Members of the Resources Committee had further reviewed and scrutinised the 2020/21 start budget and raised a number of questions which had been responded to. A copy of this discussion and the questions and answers raised is available as an appendix to these minutes.</p> <p>There were no other comments or questions raised, further to the detailed discussion undertaken by members of the Resources Committee and the draft budget presented to the full governing body at the meeting on 28th April.</p> <p><i>APPROVED: Governors unanimously approved the proposed 2020/21 start budget. Thanks were expressed to the Headteacher and Business Manager, along with members of the Resources Committee for their work on this.</i></p> <p>It was noted that the start budget would be submitted to the LA, along with a copy of the minutes from this meeting and an email confirmation from the Chair of governors' approval.</p>	

<p>4.</p>	<p><u>Update on the Current Situation In School</u></p> <p>The Headteacher provided a verbal update on the current situation in school. In terms of numbers of pupils, she advised that this was largely unchanged since the last update on 28th April. The pupils attending school were mainly those who were classed as vulnerable, and who were finding things difficult at home, as reported at the previous meeting.</p> <p>The Headteacher reported that wellbeing packs had now all been collated, and would be distributed to families by the end of the week. These included information on key contact numbers for welfare charities, as well as activities for both children and adults.</p> <p>As reported previously, the Headteacher advised that all staff had been provided with opportunities for online CPD, with a range of SEN and safeguarding training as well as more pedagogical courses. In addition, an online workshop on mental health and wellbeing had been commissioned, which a high number of staff had been able to access.</p> <p>The Headteacher reported that she had recently re-shared internet safety guidelines with all parents via email and Facebook. As reported previously, teachers had been phoning all families to check in, which had been working well and had raised no significant concerns.</p> <p>Governors noted the school's risk assessment and addendum to the safeguarding policy, which had been produced in response to the current situation and which had been shared on the Google Drive. The Headteacher advised that all staff had signed to confirm they had read and understood both documents.</p> <p>With reference to the announcement from the Prime Minister on 10th May relating to the potential for schools to re-open on 1st June, the Headteacher provided a further update on the school's position. She advised that headteachers around the city were keen to offer a consistent approach to this, and the LA was working with the York Schools and Academies Board (YSAB) to feed into the planning for this. The Headteacher advised that teaching unions were understandably concerned about the announcement, and there would be a lot of work to do in finding the right approach to this.</p> <p>The Headteacher advised that there was space in school to accommodate the suggestion that Reception (and Nursery), Year 1 and Year 6 would potentially start back on 1st June. However, she added that significant work would be needed to get the school ready for this, including clearing classrooms and addressing health and safety issues. The Headteacher advised that she was extremely concerned about the suggestion that all year groups could be back in school for the last month of the summer term. She advised that unless all social distancing guidelines had been dropped by that point, this would not be possible.</p> <p>Governors agreed that considering what was possible to put in place on 1st June was very much an operational decision for the school, but were encouraged that the city was looking for a single consistent response. Governors offered their full support to the Headteacher in the school's approach.</p> <p>It was noted that there was a lot of frustration from across the school leadership in the city, about the level of support they may have in making decisions around protecting members of staff. The Headteacher advised that the LA had indicated they would support any teachers who were not able to come into work due to shielding.</p> <p>The Headteacher advised that a holding letter had been sent out from YSAB that morning, explaining that a further response with more detail would be provided by the end of the week. She</p>	
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explained that she had been advised not to speak to parents at this stage in any level of detail, until this was available.

The Headteacher advised that the Senior Leadership Team (SLT) had already had a lot of discussion about how arrangements could work. However, she explained that currently some of the guidelines were conflicting, and a lot at this point was based on assumptions rather than known timescales.

Governors asked whether they could support the SLT with preparations for any proposed opening on 1st June. The Headteacher advised that SLT did meet regularly to discuss and plan, but it would be helpful to have governors' input into this.

AGREED: Members of the TLC Committee, along with Arif Khalfe as Health & Safety Governor, agreed to work with the SLT as required to support planning for proposed re-opening of the school.

It was noted that currently, there was a lot of speculation around re-opening. Governors agreed that there was a clear duty of care which needed to be exercised in relation to school staff, who would become quickly much more exposed to interactions with multiple contacts in the event of school re-opening. It was further agreed that it was important to be clear on the government guidance and to work within this, whilst at the same time ensuring the safety of staff.

The Headteacher noted that parent voice had indicated that there were a lot of families who would not be sending their children back to school before September at the earliest. She advised that schools would not be monitored on attendance during this period, and parents would not be fined.

The updated NGA guidance on the role of governance in the current situation had been circulated via email, and governors were encouraged to read this.

The Headteacher advised that alongside managing the current situation, plans were continuing for September, as if it would be the start of a "normal" academic year. She advised that she had met with Frankie Swales, Literacy Lead, to discuss English and progression through the school, and was also continuing curriculum development and looking at staffing.

The Assistant Headteacher advised that a whole staff briefing was scheduled for Thursday afternoon (14th May at 4pm), to keep everyone updated on the current situation. Governors were invited to attend if they were able. The Assistant Headteacher added that staff had all overwhelmingly appreciated the Headteacher's approach to keeping communication channels open throughout this period, and this had been a real success.

Jo Lunardi advised that she had also been in contact with Frankie through her role as Literacy Link Governor. Frankie had reported that she was really impressed with the work which her colleagues were doing in literacy and also with what the children were doing at home. Kath Wood reported that she had also been in touch with the Assistant Headteacher to check in.

With reference to re-opening, governors raised a question about staff who were currently pregnant, as they would need to continue to shield themselves from exposure to infection.

The Headteacher confirmed that there were three members of staff who were pregnant, and would continue to work from home. She advised that one of these was a full-time teacher, and she had already begun to make enquiries about getting in long-term supply to cover this role.

	<p>With reference to the suggestion above that many families would not wish to send their children to school, it was suggested that a poll should be taken to gauge what the level of take-up would be in the event of a re-opening.</p> <p>The Headteacher agreed with this suggestion, and noted that the LA had also pointed to this. She advised that an indication of consistent attendance would be needed if parents were to send their children during this period, in order to be able to plan effectively with the staffing levels available.</p>	
5.	<p><u>Any Other Urgent Business</u> <u>5.1 Meeting Dates for 2020/21</u> The Chair advised that a draft schedule of meeting dates had been drawn up, though there was a noticeable gap between TLC Committee meetings in March and June which needed to be considered. The Clerk agreed to revisit and update this.</p> <p>Governors also agreed to move the start time of meetings to 5.30pm (from 6.00pm) from September.</p> <p><i>ACTION: The Clerk agreed to circulate the updated draft schedule to all governors for information.</i></p> <p><i>[Pete Murray and George Gardiner left the meeting at 6.45pm]</i></p> <p><u>5.2 Staffing Update</u> <i>The following discussion has been recorded as a separate, confidential minute.</i></p>	JS
6.	<p><u>Date and Time of Next Meeting</u> Tuesday 16th June 2020, 6pm Tuesday 23rd June 2020, 6pm Tuesday 14th July 2020, 6pm</p>	

The meeting closed at 7.00pm.



Mr John Kesterton, Chair

16/06/2020

Date

Clifton Green Primary School - Action Plan following the meeting of the Full Governing Body held on 12th May 2020

	Action	Agenda Item	Person(s) Responsible	Timescale
1	Circulate draft 2020/21 meeting dates	5.1	Jess Swarbrick	22/05/2020

Actions carried forward from previous meetings

	Action	From Meeting	Person(s) Responsible	Timescale
1	Arrange parent governor elections when school re-opens	28/04/2020	Nicki Jones	September 2020