



CLIFTON GREEN PRIMARY SCHOOL
Minutes of the meeting of the Full Governing Body held via Google Meet
on 16th June 2020 at 5.30pm

Present: Nicola Jones (Acting Headteacher) Peter Murray
 John Kesterton (Chair) Jonathan Wilcox
 Sue Boyle Kath Wood
 Joanne Lunardi Adam Barton
 Graham Miller Arif Khalfe

In Attendance: Lisa Green (School Business Manager)
 George Gardiner (Assistant Headteacher)
 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 (12th May 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>All actions had been completed. There were no other matters arising.</p>	
3.	<p><u>Update from the Headteacher</u> The Headteacher provided an update on the situation in school. It was noted that since the last governors' meeting, the Wider Opening Working Group had met regularly and provided oversight, scrutiny and support to the Headteacher and Senior Leadership Team (SLT) in planning for the wider opening of the school.</p> <p><i>ACTION: The Chair agreed to share notes from the working party meetings with governors for information.</i></p> <p>The Headteacher reported that she continued to attend regular virtual meetings with other local headteachers and representatives from the LA. She noted that support from the LA during this period had been really good, and the meetings had been valuable in enabling schools to work together on a consistent approach, whilst also taking different contexts into account. The Headteacher advised that she was also still attending the York Schools and Academies Board (YSAB) working party meetings, which provided a city-wide approach to the situation, and which was currently focusing on potential scenarios for September.</p> <p><i>It was formally noted that the risk assessment and all accompanying documentation had been shared and agreed with governors prior to the wider opening of the school. The Headteacher confirmed that the risk assessment had also been shared with the LA and union representatives.</i></p> <p>The Headteacher noted that there had been no adverse response from the unions on the risk assessment.</p> <p>The Headteacher reported that the staff handbook and teaching and learning guidelines had been effectively re-written in order to fit with the new model of working. Addendums had also been produced and agreed to the Behaviour and Safeguarding Policies. The Headteacher reported that a full staff training day had also been held prior to wider opening, to ensure that all staff were fully</p>	JK

informed and had the opportunity to discuss and clarify any issues before the children were back in school. She advised that a number of parent surveys had also been issued, to ascertain expected level of take up for children in specified year groups.

It was noted that Jonathan Wilcox and Arif Khalfe had both visited the school site to review preparations in line with the risk assessment, both prior to wider opening and when the children had returned. They confirmed that they were happy that all necessary processes were in place.

The Headteacher reported that sixteen members of staff were currently working from home, due to shielding of themselves or a vulnerable family member. She noted that the majority of these were from the catering and premises teams, though a number of TAs and teachers were also within this group.

The Headteacher reported that all children in school were working in "bubbles", and the groups did not mix with each other at all, with each being exclusively staffed by the same teachers and support staff. She noted that this was a necessary but very staff-heavy approach, meaning that whilst there was space in school to still accommodate other children, there were no staff available to cover these.

The Headteacher advised that children of critical and key workers, and children classed as vulnerable, remained the first priority for places in school, and there were a high number of these. She advised that there were 217 children on roll with either an EHCP, social worker, or classed as vulnerable for other reasons and of these around half were currently attending school. It was further noted that there was a very low uptake from parents of children in Reception and Year 1 to the offer of a place, mainly due to parental choice.

The Headteacher reported that the school was now at capacity and was unable to take any more children under the current guidelines. She advised that she had sent a letter out to parents to advise of this, and to explain that it would not be possible to invite Year 6 children back before the end of the summer term. ***It was noted that the governors' Wider Opening Working Party supported the school's decision that the small number (around eight) of remaining places in school be prioritised for children of critical or key workers, or for children classed as vulnerable.***

The Headteacher noted that the LA had announced a capacity survey today, asking all schools to respond with what space they had available, and what barriers were in place preventing the intake of more children. As noted above, the Headteacher explained that Clifton Green had potential additional space, but not the staff to support any further bubbles.

The Headteacher highlighted health and safety as understandably a significant issue throughout this situation. She outlined practical examples of how this was being addressed on a daily basis, with increased facilities for handwashing, timetabled access to outdoor space and restrictions on equipment coming into school. She noted that all children were issued with their own personal water bottle, which stayed in school. Children were also all assigned a designated work space within their classroom, with no moving around of this. The Headteacher advised that where children had siblings or staff had children in school, they were kept within the same bubble to minimise the risk of spreading infection if any of them tested positive.

The Headteacher advised that there was a daily focus on social, emotional and mental health (SEMH) as well as daily key skills practice time in school. She advised that in order to reduce the impact on teachers' workload, children in school were given time each day to complete one of their home learning tasks, with support.

The Headteacher reported that feedback from parents had been incredibly positive and supportive. She continued to provide a weekly communication update, signposting resources for parents where possible, and the Assistant Headteacher was also uploading a weekly assembly session to Facebook every Friday.

With reference to online learning, the Headteacher reported that key skills would have a greater emphasis from this point onwards, clearly setting out daily expectations. She reported that the school were investing in paper workbooks specifically for those families who were still not engaging with their learning.

The Headteacher also reported that teachers would be providing social time online for children from next week. She highlighted that this had been risk assessed to ensure that any concerns around safeguarding were addressed. Parents would be asked to sign and agree to protocols which set out clear expectations and boundaries.

Governors thanked the Headteacher and asked her to pass on their thanks to staff as well for the extent to which they had worked over this period, and their efforts to put all required measures which had been put in place.

Governors asked whether there were any early thoughts at this point about what provision would look like in September, and what preparations were needed for this. The Headteacher advised that YSAB had asked schools to consider feedback on four different options of how the situation might look in September. She noted that a lot of this was out of schools' control and dependent on guidance which may be issued from central government.

The Headteacher advised, however, that she would be working with the SLT to be as prepared as possible for each of these four scenarios before the end of term. She noted that the preferred option would be to have all children back in school, but this could only be done if it was safe to do so. There was some discussion about the option of blended learning, both in school and at home, and the LA were also potentially looking at space around the city where there could be satellite schools. It was agreed that at this point, it was not possible to predict what the situation may look like in September, but planning for a range of scenarios was advisable.

Governors agreed that it was important for planning and preparation to be done before the end of term, to enable the Headteacher and all staff to be able to take a break over the summer, to deal with whatever may happen in September.

The Assistant Headteacher noted that the SLT were also working to explore other online facilities which may be useful for September, and how to use Google Classrooms and other elements of the Google Suite more effectively. He also noted his thanks to governors on the Wider Opening Working Party for their support over this period.

A concern was raised about the number of children classed as vulnerable who were not accessing school provision, and governors asked whether there was anything more the school could do to target these families and encourage attendance.

The Headteacher advised that of these children, there were some who were not attending due to shielding reasons, and some where this was a parental choice. She agreed that this was a concern, but noted that parents could not be forced into sending their children during this period.

The Headteacher advised that staff were checking in regularly with families of vulnerable children, with weekly or daily phone calls and home visits in some cases to check on them. There was also a continuation of multi-agency work with other professionals involved with the families. The

	<p>Headteacher explained that it was a question of trying to get families to engage, which was one of the reasons the school had invested in work books, where they had not been accessing learning online.</p> <p>A question was raised regarding testing, as the Headteacher had reported that four members of staff had been tested for COVID-19 so far. The Headteacher advised that of these, three had been self-referrals and had all come bac negative. She advised that the fourth had been referred by the school today, and they were awaiting results. The Headteacher confirmed that the school would continue to work in line with government guidance and the measures set out within the risk assessment in the event of a positive result.</p> <p>Governors asked for further detail about the proposed online social time for children with their class. The Headteacher explained that the protocols which had been put in place for parents to sign up to, had been shared from another local school who were already doing this. She noted that whilst there were some potential safeguarding issues, she was reassured by the measures which this school had set up. There would be a maximum of fifteen children on each call, which would be manned by staff with the facility to remove people if necessary. It was also noted that children could only access the call, which would be run through Google Meet, with their school email address. The Headteacher advised that parents would be requested to confirm they were in the room for the duration of the call, and when all children were online the chat could be locked so that no one else would be able to enter.</p> <p>Governors were assured by the consideration which had been given to safeguarding children in this way and recognised the social and emotional benefits of them being able to see and chat to classmates and teachers. However, it was also agreed that the risk assessment should also take into account safeguarding of staff, for example in the case of an allegation being made.</p> <p>ACTION: The School Business Manager confirmed that she would like to seek clarity from Veritau regarding this, and also GDPR and privacy regulations.</p> <p>Governors again thanked the Headteacher for her continued tireless work for the school, and also asked her to pass on their thanks and appreciation to staff.</p>	<p>LG</p>
<p>4.</p>	<p>Staffing Update The Headteacher reported that the school continued to support staff as much as possible, noting that there were a number of staff experiencing non-COVID related health issues at this time.</p> <p>Apprenticeships The School Business Manager provided an update on apprenticeships in school. She reported that the Resources Committee had previously discussed bringing in an apprentice to work in the school kitchen, and this had been accounted for within the 2020/21 budget. However, on reflection, the Business Manager advised that given the changes to how the kitchen was currently running and would potentially continue to run into the autumn term, it would be preferable to advertise for a Kitchen Assistant with more experience. She advised that the variance in cost between an apprentice and an assistant would be around £1,200, and she asked for governors' approval to progress this.</p> <p>The Business Manager advised that the Resources Committee had also agreed to an apprentice appointment within the admin team. However, current working arrangements were that the admin team were operating in their own bubble, with less distraction and interruption from other staff throughout the day. As a result of this, the team were working much more efficiently, and the Business Manager advised that this additional support was therefore not needed at present.</p>	

	<p>Instead, she proposed appointing an apprentice to work within ICT rather than admin, linked to the proposals to bring ICT provision in-house.</p> <p>Finally, the Business Manager reported that one of the current apprentices in school had completed their Level 1 and were keen to progress. Feedback from their learning provider was incredibly positive, and the Business Manager proposed supporting this progression to the next level of training.</p> <p>The Business Manager advised that expressions of interest for the latter two apprenticeship posts had gone to the LA Panel, and a decision would be made on levy funding for these in the week commencing 29th June.</p> <p>APPROVED: Governors approved the proposals relating to apprentices as set out by the School Business Manager.</p>	
<p>5.</p>	<p><u>Update on Budget & Capital Works</u></p> <p>The Business Manager reported that the LA had advised all capital projects would be postponed until 2020/21, meaning that there would be no works happening at school over the summer.</p> <p>She noted that the hope was that the money assigned to this work would be ring-fenced and would remain available to the school in 2020/21, though this was not guaranteed.</p>	
<p>6.</p>	<p><u>Governors' Skills Audit</u></p> <p>ACTION: Governors were asked to complete and return their skills audit to the Clerk if they had not already done so.</p>	<p>All</p>
<p>7.</p>	<p><u>Headteacher Recruitment – establishment of working party</u></p> <p>The Chair advised that preparations needed to start, to look at the headteacher recruitment process planned for the autumn term. He proposed setting up a working group to look at what was required, and to liaise with the LA on this.</p> <p>ACTION: Governors were asked to contact the Chair to indicate their interest in joining the working party.</p>	<p>All</p>
<p>8.</p>	<p><u>Any Other Business</u></p> <p>8.1 2020/21 Meeting Dates</p> <p>Previously distributed. The proposed meeting dates for 2020/21 were approved.</p> <p>8.2 Contract Renewals – ICT and Photocopiers</p> <p>The Business Manager reported that she had forwarded documentation on contract renewals for the photocopier and ICT contracts to Jonathan Wilcox and Graham Miller for review.</p> <p>8.2 1 ICT Contract</p> <p>It was agreed that Jonathan and Graham should meet with the Business Manager and ICT Lead to raise questions on the proposals to bring ICT provision in-house. Detail of this scrutiny could then be brought to governors with a recommendation at the next meeting on 23rd June for approval.</p> <p>Jonathan noted that initial thoughts from the proposal which had been shared today would be that the figures suggested in-house provision may be cost effective. It was agreed, however, that further discussion was needed on this before a governors' decision was made.</p>	

	<p>In response to a question regarding finance regulations, the Business Manager confirmed that the correct procedures were being followed. It was agreed that documentation relating to this would be shared with the proposal for approval, to ensure that this was formally minuted.</p> <p>8.2.2 Photocopier Contract</p> <p>It was noted that the Resources Committee had discussed the photocopier contract renewal in detail over the course of the year. The Business Manager advised that final details and responses to governor queries had also been shared with Jonathan and Graham for review. Governors on the Resources Committee confirmed they were happy to proceed with the proposal to continue with the current contractor.</p> <p>APPROVED: Governors approved the proposal to enter into a new contract with the school's current photocopier provider United Carlton.</p>	
6.	<p><u>Date and Time of Next Meeting</u></p> <p>* Tuesday 23rd June 2020, 6pm <i>To include a proposal and decision on ICT provision and an update on arrangements for transition.</i></p> <p>* Tuesday 14th July 2020, 6pm</p>	

The meeting closed at 6.30pm.



23/06/2020

Mr John Kesterton, Chair

Date

Clifton Green Primary School - Action Plan following the meeting of the Full Governing Body held on 16th June 2020

	Action	Agenda Item	Person(s) Responsible	Timescale
1	Forward notes from Wider Opening Working Group meetings to the Clerk for circulation to governors	3	John Kesterton	22/06/2020
2	Clarify queries around GDPR and privacy, and protection for staff relating to the proposed online social time class calls	3	Lisa Green	19/06/2020
3	Complete and return skills audit to Clerk	6	All Governors	22/06/2020
4	Expressions of interest to the Chair about joining the headteacher recruitment working party	7	All Governors	22/06/2020

Actions carried forward from previous meetings

	Action	From Meeting	Person(s) Responsible	Timescale
1	Arrange parent governor elections in September if possible	28/04/2020	Nicki Jones	September 2020

“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”.