



**CLIFTON GREEN PRIMARY SCHOOL**  
**Minutes of the meeting of the Full Governing Body held via Google Meet**  
**on 23<sup>rd</sup> 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)

<b>1.</b>	<p><b><u>Welcome, Apologies for Absence &amp; Declarations of Interest</u></b>                  The Chair welcomed everyone to the meeting. There were no declarations of interest.</p>	
<b>2.</b>	<p><b><u>Minutes of the previous meeting held on 16<sup>th</sup> June 2020</u></b>                  Previously distributed. The minutes were agreed to be a true and accurate record. It was noted that the minutes would be signed in person at the earliest opportunity.</p> <p>With Reference to the Action Plan:</p> <p><i>1. Forward notes from Wider Opening Working Group meetings to governors for information</i>                  Completed. It was noted that a copy of these notes would be included as an appendix to these minutes.</p> <p><i>2. Clarify queries around GDPR and privacy, and protection for staff relating to the proposed online social time class calls</i>                  The Business Manager advised that she had not yet received a response from Veritau following her email the previous week. She agreed to chase this up. The Headteacher also agreed to raise this as a question at the next headteachers' network meeting, to see if any other local schools had any experience of this.</p> <p><i>3. Complete and return skills audit to Clerk</i>                  The Clerk agreed to chase up any outstanding skills audits by the end of the week.</p> <p><i>4. Expressions of interest to the Chair about joining the headteacher recruitment working party</i>                  The Chair reported that a working party had been formed, with governor representation from himself, Jonathan Wilcox, Kath Wood, Adam Barton and Joanne Lunardi. He advised that an update on initial discussions around the headteacher recruitment would be provided later in the meeting.</p> <p>There were no other matters arising.</p>	
<b>3.</b>	<p><b><u>ICT Contract</u></b>                  Governors noted that information on ICT provision had been shared on the Governors' Google Drive the previous week. This included a proposal looking at the pros and cons of bringing provision in-house, as well as a detailed cost breakdown based on responses to the contract tender. The Business Manager reported that Graham Miller and Jonathan Wilcox had raised a number of questions for clarification and further investigation, and had also been part of a meeting with Vital (current suppliers) that morning.</p>	

	<p>The Business Manager reported that the meeting with Vital had looked at options to be explored with the existing contract, which was due to expire at the end of August 2020. She advised this included the possibility of part-buying some equipment already in school, as a first step to porting across to in-house provision.</p> <p>The Business Manager reported that Vital had proposed continuing the provision of network services to the school, but passing on the admin rights for G-Suite and Windows so these could be managed in-house. She advised that she had confirmed with them that this should go ahead, and was awaiting further costings based on an audit of the equipment required moving forward.</p> <p>Jonathan Wilcox shared some thoughts on next steps following the meeting with Vital. As noted above, he advised that the school needed to identify an amended equipment list, and based on this, further clarification should be sought from other tender responders about cost. He also noted that a number of scenarios needed to be identified in terms of moving forward, for example buying the existing Chromebooks from Vital, or buying in additional with Vital providing support only.</p> <p>Jonathan advised that Vital had indicated that a contract extension could be granted on a six or twelve month basis, to allow the school more time to set up and prepare for in-house provision. He noted that this would help maintain the school's local relationship with Vital, and also provide third party support for Lewis Smith, who would be running the in-house provision. In terms of equipment, Jonathan noted that RM had come out cheapest for buying equipment outright, and had also offered finance over three years. He suggested that Vital could be asked if they would match this cost.</p> <p>Jonathan advised that Vital had raised a potential issue of a national shortage of Chromebooks at this point in time. He noted that it would be worth checking with other tender responders whether they would be able to supply the equipment which the school needed.</p> <p>In terms of in-house provision, governors agreed that clearer definition was needed on how this would work, what procedures and training needed to be in place, and what third party support should be in place in the short-term. It was agreed that long-term, bringing provision in house made sense, with a potential to reduce costs significantly and to re-direct this to improving the quality of support and ICT education for pupils.</p> <p>The Business Manager advised that she had uploaded procurement guidelines onto the Governors' Drive for information. She advised that based on the responses from all contractors and looking at the tasks identified from the meeting with Vital, she expected to be in a position to bring a formal proposal to the final governors' meeting of the year for approval.</p> <p><b><i>ACTION: The Business Manager agreed to circulate a final proposal with all accompanying information to governors in advance of the next meeting on 14<sup>th</sup> July.</i></b></p> <p>The Business Manager advised that Vital had confirmed they were willing to provide a grace period at the end of the current contract, if a decision could not be made by the end of term. She advised therefore that if governors felt that additional time was needed then a final decision could be postponed to September.</p> <p>Governors thanked the Business Manager, Jonathan and Graham for their work on this matter.</p>	<p>LG</p>
<p>4.</p>	<p><b><u>Update on Headteacher Recruitment</u></b></p> <p>The Chair reported that he had contacted Maxine Squire and John Thomson from City of York Council (CYC) and they had directed him to the North Yorkshire County Council (NYCC) Recruitment</p>	

	<p>Service. He advised that he had been in touch with this service, and they had provided some useful comparative information which he had shared with other members of the working party. The Chair proposed using the Recruitment Service to support and guide governors through the process, at a cost of £1,575.</p> <p>The Chair advised that either John Thomson or Derek Sutherland would also be involved in the recruitment process from the outset. Governors would need to work backwards from a potential recruitment date of October 2020 to determine a timeline to work along. He noted that if the interview process was run in September, a serving headteacher who applied would be able to give notice to start in January 2021, but if this was pushed back to October, the likely start date would not be until Easter 2021.</p> <p>Governors agreed that it was important not to rush the process to fit in with specific timescales, at the risk of not getting it right.</p> <p><b>APPROVED: Governors approved the expenditure of £1,575 for the NYCC Recruitment Service to support in the headteacher recruitment process.</b></p>	
5.	<p><b><u>Update from the Headteacher</u></b></p> <p><b>5.1 September 2020</b></p> <p>The Headteacher advised that the government had recently announced a pledge to get all students back in school in September. She advised that further guidance from the DfE and the LA was needed around risk assessments in order to be able to organise this. For example, the Headteacher raised the question of how drop off and pick up would be managed, if all children were returning to school. In addition, there was a still a question around how staff who were continuing to shield could be managed.</p> <p>The Headteacher advised that she was awaiting further guidance on this and would report back in more detail as and when this was provided.</p> <p><b>5.2 Transition</b></p> <p>The Headteacher advised that in normal circumstances, all year groups would usually move up to their next class for the last two weeks of the year, to support in-year transition. She advised that whilst this could not happen, a letter would go out to all parents in the next fortnight, confirming their child's teacher for the next academic year. In addition to this, the Headteacher advised that she would be contacting vulnerable families to have pre-emptive conversations about the transition process, to support and alleviate any issues of anxiety.</p> <p>The Headteacher advised that Google Meet sessions would take place with the new teacher for each class in the last week of term. Teachers were also producing video information to post on Google Classroom about the transition. The Headteacher advised that the Healthy Lives Team had also been looking at activities and putting together guidance for staff to use both in school and as part of home learning.</p> <p>In terms of transition into Reception, the Headteacher reported that all children had received an initial welcome email, followed up by a phone call from Penny Vity, Early Years Lead. Parents had also been issued with a Tapestry log-in and permissions, so they could start using this with the children. The Headteacher advised that a video had also been created and shared with parents, welcoming children into school and showing them how the classrooms would look. She advised that now the staffing structure had been finalised, the next thing would be to introduce the children to their new teacher via video.</p>	

The Assistant Headteacher provided an update on transition for Year 6 pupils into secondary. He advised that broad levels of information around academic achievement, SEND and safeguarding needs had been shared with secondary schools in March and April, following the allocation of places. He advised that the secondary schools had then been in touch with pupils sometimes through school and sometimes directly, to provide information on the transition process. The Assistant Headteacher advised that he planned to re-share all information with pupils, so they were clear that they were receiving all the details they required.

The Assistant Headteacher advised that back in January, the school had invested in resources from Positive Footprints, to support transition, but due to the current circumstances it would not be possible to use these with this Year 6 cohort. Instead, he advised that these resources would be used in the autumn term with the new Year 6 pupils. He noted that the Healthy Lives Team had been preparing and sharing resources relating to transition with pupils.

The Assistant Headteacher outlined some of the ways in which the school was planning to celebrate the Year 6 cohort, as the usual activities such as signing shirts and special assemblies were not possible. He advised that leavers’ hoodies had been ordered, and a booklet was being produced with highlights of the Year 6 group, including space for staff to add messages to the pupils. A virtual message space had also been set up for pupils to add their own comments, and these would be collated. The Assistant Headteacher advised that the traditional comedy video/song would also still go ahead, and he would share this with governors when it was finalised in July.

The Assistant Headteacher noted that the best was trying to be made out of a bad situation. He noted that parents had generally been very understanding and supportive, and felt they had been kept well informed by the school.

The Chair asked whether it would be appropriate to secure a message from the former Headteacher. It was agreed that this would be a nice touch, and the Chair agreed to get in touch with him to ask.

**Governors were encouraged by the contact from secondary schools, and were pleased this was happening. A question was asked about any particularly vulnerable Year 6 pupils where additional work would usually have been put in place to support transition.** The Assistant Headteacher confirmed that children with an EHCP had been invited into visit their secondary school with a parent, where this would usually have been done with staff during the school day. He advised that another additional visit had been arranged to support a vulnerable child, and this had been a real success.

**Governors asked what the response from parents had been to the updated home learning concepts which had started this week. It was agreed that it was a positive that there was now a clear expectation for work to be completed each week.** The Assistant Headteacher advised that there had not been any negative feedback. He noted that the changes allowed a focus on key skills, with the aim that providing clarity on the websites and information to access would help parents support home learning more successfully.

The Headteacher advised that the school website would also be updated with all key links and a weekly overview of work for each year group. She explained that this clarity of information would aim to support parents who were struggling with Google Classroom.

The Assistant Headteacher shared information on screen for governors on how Google Classroom was set up, and what information was available to pupils when they logged in.

	The Headteacher advised that she would like to do a survey for both parents and children before the end of term, collating feedback on how they felt about home learning. She noted that if blended learning was expected to be in place in September, she wanted to ensure that this was as effective as possible for both staff and children.	
6.	<b><u>Any Other Urgent Business</u></b> The Headteacher reported that the internal recruitment process for maternity leave cover had been completed. Fran Morris, who was already working in school, had applied and been successfully appointed to the Reception teacher role, subject to references.	
7.	<b><u>Date and Time of Next Meeting</u></b> * Tuesday 14 <sup>th</sup> July 2020, 6pm. The Chair proposed consideration of a socially distanced meeting in school if government guidance allowed it.  <b>ACTION: The Chair and Headteacher agreed to discuss the potential for a face to face meeting in school in July.</b>	JK / NJ

The meeting closed at 6.30pm.



Mr John Kesterton, Chair

14/07/2020

Date

### Clifton Green Primary School - Action Plan following the meeting of the Full Governing Body held on 23<sup>rd</sup> June 2020

	Action	Agenda Item	Person(s) Responsible	Timescale
1	The Business Manager agreed to circulate a final proposal with all accompanying information to governors in advance of the next meeting on 14 <sup>th</sup> July.	3	Lisa Green	06/07/2020
2	The Chair and Headteacher agreed to discuss the potential for a face to face meeting in school in July.	7	John Kesterton / Nicki Jones	06/07/2020

### 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