



CLIFTON GREEN PRIMARY SCHOOL
Minutes of the meeting of the Full Governing Body held via Google Meet
on 14th July 2020 at 5.30pm

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

In Attendance: Lisa Green (School Business Manager)
 George Gardiner (Assistant Headteacher)
 Derek Sutherland (Head of Primary School Improvement, CYC) [from 6.20pm]
 Jess Swarbrick (Governance Support Officer, Clerk)

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| <p>1.</p> | <p><u>Welcome, Apologies for Absence & Declarations of Interest</u> The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Adam Barton. There were no declarations of interest.</p> <p>The Chair advised governors that Sue Boyle had tendered her resignation from the governing body, due to other family and work commitments. Governors expressed their thanks and appreciation to Sue for her dedication and commitment to the school during her time as a governor.</p> | |
| <p>2.</p> | <p><u>Minutes of the previous meeting held on 23rd June 2020</u> Previously distributed. The minutes were agreed to be a true and accurate record. All actions had been completed. There were no other matters arising.</p> | |
| <p>3.</p> | <p><u>ICT Contract</u> Governors agreed to the discussion on ICT contracts being recorded by the Business Manager, to be included within her portfolio as part of her MBA study.</p> <p>The Business Manager reported that a summary had been shared with governors, with an overview of all information received and the work which had been done to ensure best value for money. It was noted, as discussed at previous meetings, that Graham Miller and Jonathan Wilcox had supported the Business Manager in this process on behalf of the governing body.</p> <p>Following on from discussion at the previous meeting, the Business Manager confirmed that there was a global delay on lead times for equipment, particularly Chromebooks, at this point. She noted that this was affecting larger companies as well as smaller ones, though larger companies could have more buying power and potentially obtain equipment more quickly.</p> <p>Based on the summary information, the Business Manager advised that the proposal to move forward was to operate a lease finance option for equipment in school, rather than buying in a managed service. She advised that there was the capability and capacity in-house to manage this service through the ICT Lead, along with an apprentice. Interviews for the ICT apprentice had taken place that afternoon, and the Business Manager advised that there had been some very strong applicants for the position.</p> <p>The Business Manager advised that the proposal was to proceed with this lease finance option from RM, which also provided the management information system in school. She advised that the working group including Jonathan and Graham had felt that when the tender was offered out, Vital did not meet the terms of the tender in the same way as the other two companies, but had based</p> | |

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| | <p>their costs on renewing existing equipment as it became out of date, rather than on brand new kit from 1st September 2020.</p> <p>The Business Manager advised that Vital was a local organisation, and the school were keen to retain local links and a good relationship. She advised that the proposal was to retain the server with Vital's management. This would enable the school to start to port information across onto their own server, which would take a significant amount of time due to the volume of information involved. The Business Manager advised that Vital had also offered an extension on the existing contract until 30th November 2020 at no additional cost, in recognition that the school was in a period of flux in terms of requiring equipment and determining the best route forward. She noted that they had confirmed this offer would stand even if the school decided not to continue with Vital for equipment. The Business Manager advised that therefore the situation in September would be that all equipment from Vital would still be on site, but if agreed by governors, the new kit from RM would be on order to arrive when available. This would allow a period of time to start rolling out new equipment to the end of November, at which point Vital would remove their hardware from the site. By this point, the school would have all its equipment owned and managed in-house.</p> <p>Questions were invited from governors. It was noted that all procurement guidance had been shared in advance of the meeting, along with details of the bids received. It was also noted that questions had been raised and responded to in advance during the tender process and shared on the Google Drive.</p> <p>In response to a question about the number of Chromebooks which would be purchased, the Headteacher confirmed that having 300 would ideally provide for one per pupil from Years 2 to 6. She advised that this investment would enable development of the use of Google Classroom to support learning, building on the work which had been done during the partial closure of the school. In the event of a future local lockdown, the more pupils were used to working with Google Classroom the better, to enable them to continue with remote learning again if required. The Headteacher advised that currently the intention would not be that pupils could take the Chromebooks home, due to issues of insurance, though this option could be explored.</p> <p>Governors asked whether Vital were happy with the school managing the system whilst they maintained the server, and also whether they were confident with the school's ability to do this. The Business Manager confirmed that the school's relationship with Vital was still positive and strong. She added that she and Lewis Smith would be receiving training before the summer on how to manage the admin rights safely in-house.</p> <p>APPROVED: Governors confirmed they were happy to approve the proposal to bring the management of ICT provision in-house, with the purchase of equipment from RM. In the short term, it was further agreed that the existing contract with Vital would be extended at no extra cost until 30th November 2020.</p> <p>Governors expressed their thanks to the Business Manager, and to Graham and Jonathan, for their work on this matter.</p> | |
| <p>4.</p> | <p>Update from the Headteacher Plans for September 2020 Governors noted that the latest guidelines on wider opening in September from the DfE had been shared by the Headteacher. The Headteacher reported that a template risk assessment had been shared by the Local Authority (LA), for schools to adapt to fit their specific context. She advised that this was almost completed, and the LA had requested submission in draft or final format by Friday 17th July. The Headteacher advised that at this point,</p> | |

she would also share the risk assessment with governors and staff to enable everyone to have an input and raise questions if necessary, before finalising this over summer and re-sharing it in late August. It was noted that by this point, changes may have had to be made in-line with context and announcements at that time.

The Headteacher advised that the DfE guidance set out a clear system of controls to be put in place for prevention. These included increased handwashing for both pupils and staff, and the Headteacher noted that she and the Business Manager were looking at what additional facilities may be needed to support this. She noted that there was a potential financial implication around this, along with the enhanced cleaning schedule which would need to be put in place. In addition to this, respiratory hygiene would be encouraged, and contact between individuals would be minimised as much as possible. The school would also need to set out clearly how they would respond to infections, engaging with the test and trace system and containing outbreaks with support from the Public Health and Protection Team.

The Headteacher advised that the DfE guidance also emphasised the need for schools to continue to provide a broad and balanced curriculum. There was specific advice included around PE and Music, as changes would need to be made about how these subjects were delivered. She further advised that whole school assemblies and collective worship would not be possible, though the potential for continuing virtual sessions was being explored.

The Headteacher advised that on return to school, teachers would be assessing children to identify gaps in learning, and putting interventions in place to address these. She advised that the newly appointed Assistant Headteachers for each phase had already started to plan for this. The Headteacher advised that the school would also need to consider future distanced learning if necessary, and plans were already being put in place about how to operate these if bubbles were required to close.

It was noted that social distancing was not expected between children, though would be encouraged as far as possible. The guidance also suggested that staff maintain a distance from one another and pupils, to allow movement across bubbles. The Headteacher advised that all staff would be expected to return to work in September unless they had received specific medical advice not to do so. She advised that the three members of staff who were currently pregnant would not be returning, as all would be in their third trimester by September.

The Headteacher reported that staggered drop-off and pick-up arrangements would be in place for Years 2 to 6 according to surname, with a flexible drop-off for Early Years and Year 1. Pupils would be grouped in class bubbles of around 30 children each in Years 2 to 6, whilst Early Years and Year 1 would have year group bubbles. The Headteacher noted that she was currently looking at how wrap-around care with breakfast and after school clubs could be re-established.

The Headteacher provided information on how classrooms would be set out in September, noting that guidance from the DfE recommended all pupils be seated facing the front of the class, rather than face to face around tables. The Headteacher asked governors for their thoughts on whether tables could be arranged around a horseshoe shape, meaning that pupils could be side on at an angle to each other, whilst being around half a metre apart. Governors noted that half a metre was not a significant space, though also that the guidance implied that by September there would be no distancing expectations for children. Governors agreed with the Headteacher that the way pupils were seated in the classroom affected pedagogy and practice. It was also noted that if they were seated side by side, it was inevitable that pupils would turn to face each other to talk anyway.

Governors agreed the important thing was to risk assess the classroom layout based on the guidance in place at the point of wider opening. Governors further agreed the importance of pedagogy, and the primary reason for getting children back into school, which was to support and continue their education.

The Principal advised that a lot of additional furniture had already been removed from classrooms to accommodate the current arrangements in school, and staff would be given clear information about how to arrange their classrooms before September. She noted that the autumn term would start with two teacher training days, and staff would be able to use some of this time to arrange classrooms as required.

It was agreed that Arif Khalfe would visit the school on the first day of the autumn term to review arrangements in his role as Health and Safety Governor. It was further agreed that the Wider Opening Working Party would schedule in one or two contact dates over the summer to review how plans were developing in-line with the most up to date guidance from the DfE.

Staffing Update

The Headteacher reported that appointments had been made to the three Assistant Headteacher positions under the new leadership structure – George Gardiner (Key Stage 2), Amy Evans (Key Stage 1) and Penny Vity (Early Years).

The Headteacher reported that interviews had also taken place that day for the ICT apprentice position, and recruitment was also planned for the kitchen assistant position discussed at the previous meeting.

Overview of cohorts 2020-21

The Headteacher shared information on the staffing for each class from September. She advised that all staff were aware of any changes and were happy with these.

It was noted that the largest cohort next year would be Year 6, and there was also a high level of need within this group. The Headteacher advised that the Year 1 cohort also had a high level of need, with a significant number of children with EHCPs within that group. It was agreed that this would be looked at in more detail at the next TLC Committee meeting in September.

2020 Pupil Data

The Headteacher shared an overview of outcomes for each year group, which had been calculated based on teacher assessment up to March 2020. She advised that whilst schools were not required to publish data for the 2019-20 academic year, attainment and progress scores had been produced based on both a worst and best case scenario. The Headteacher explained that the bottom end represented the bare minimum which pupils may have achieved, though noted that most children had already been at that level before Easter. The higher predictions reflected teacher judgements of where pupils could have reached if they had continued in school, though the Assistant Headteacher noted that there was an element of realism in these figures as well.

The Headteacher advised that she and the Assistant Headteacher had discussed the figures in detail, and though these were predictions only, overall the results were positive, particularly in light of the turbulence which had been experienced in school over the last academic year. Governors noted that predictions showed there would have been an improvement in Reading at Key Stage 2, as well as a significant increase in the combined score for Reading, Writing and Maths.

It was noted that further detail on these figures would be discussed and scrutinised at the next TLC Committee meeting in September.

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| | <i>[Derek Sutherland joined the meeting at 6.20pm]</i> | |
| 5. | <p><u>Budget Monitoring Update</u></p> <p>Governors noted the monitoring report for period three, which had been shared in advance of the meeting.</p> <p>The Business Manager reported that there were no significant issues to note at this point. She advised that moving forward, additional cleaning and building costs would start to become clear in future monitoring reports. As discussed within the Headteacher's update, it was likely that additional expenditure would be needed to address the need for increased handwashing, possibly with the purchase of portable sinks.</p> <p>The Business Manager advised that she would prepare a summary document of expenditure relating to COVID-19 to the next meeting. She noted that there was some provision from the DfE that schools could claim for, though there were very specific criteria about what could be covered under this. For example, the increase staffing costs to cover staff who had been shielding would not qualify.</p> | |
| 6. | <p><u>Governors' Skills Audit</u></p> <p>An overview of the skills audit responses had been shared on the Google Drive. The Chair advised that he had also provided a summary of strengths and weaknesses based on the responses, highlighting gaps in experience of governance, change management and HR processes.</p> <p>It was noted that training and recruitment to current vacancies should be considered for the coming year based on these skills gaps.</p> | |
| 7. | <p><u>Governance for September</u></p> <p>The Headteacher advised that in working on the School Development Plan for the coming year, she would like governors to consider a widening of the link roles which they had in school. Link governors currently worked with phase and subject leaders, and the Headteacher asked for governors' thoughts on expanding this to link in to a specific year group as well. She noted that this could potentially give pupils and staff a better understanding and familiarity about the role of governors, and also enhance engagement and insight for governors with the school. In addition, the Headteacher advised that the updated website would include more space for information about governors, along with a display in the entrance hall of the school.</p> <p>Governors agreed that this would be a really positive development, and a great way of getting more involved in school.</p> <p><i>ACTION: The Headteacher agreed to put some plans together about how this could work and share with governors over the summer.</i></p> | NJ |
| 8. | <p><u>Any Other Urgent Business</u></p> <p>On behalf of the governing body, the Chair thanked the Headteacher for her leadership and commitment to the school over the last year, and expressed thanks to all staff for their hard work. In turn, the Headteacher thanked governors for their support, engagement and involvement over the year.</p> <p><i>[Nicki Jones, Lisa Green, Pete Murray and George Gardiner left the meeting at 6.30pm]</i></p> | |

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| | <p>Update on Headteacher Recruitment <i>The following discussion has been recorded as a separate, confidential minute.</i></p> <p>For information, it was noted that the proposed interview dates for the headteacher recruitment would be Thursday 15th and Friday 16th October 2020. It was noted that in the event that the selection panel were in a position to make a recommendation for appointment, a short full governing body meeting would be required to ratify this on the afternoon of Friday 16th October.</p> <p>ACTION: Governors were asked to make themselves available for a short FGB meeting to ratify the new headteacher appointment on the afternoon of Friday 16th October, time to be confirmed.</p> | ALL |
| 9. | <p>Dates of Next Meetings</p> <ul style="list-style-type: none"> * TLC Committee – Tuesday 22nd September 2020 at 5.30pm * Resources Committee – Tuesday 6th October 2020 at 5.30pm * Full Governing Body – Tuesday 13th October 2020 at 5.30pm | |

The meeting closed at 7.00pm.



20th October 2020

Mr John Kesterton, Chair

Date

Clifton Green Primary School - Action Plan following the meeting of the Full Governing Body held on 14th July 2020

| | Action | Agenda Item | Person(s) Responsible | Timescale |
|---|---|-------------|-----------------------|------------|
| 1 | Share plans for widening of link governor roles | 7 | Nicki Jones | 31/08/2020 |
| 2 | Note the potential need for a short headteacher ratification meeting on Friday 16 th October | 8 | All Governors | 16/10/2020 |

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 |