Federation of Darley & Summerbridge Community Primary Schools

Governors’ Business Meeting at Summerbridge Community Primary School on

10th Feburary 2021

Virtual Meeting opened at 6:00pm

**Present:** N. Coates (NC), Executive Headteacher

K. Milne (KM) Co-opted Governor

S. Mallendar (SM), Chair and Co-opted Governor

C. White (CW) Co-opted Governor

A. Howarth (AH) Staff Governor

Mike Poole (MP) Co-Opted Governor

Lucy Martin (LM) Parent Governor

Lynne Bennion (LB) LA Governor

Thomas Gant (TG) Parent Governor

E. Moore (EM) Co-Opted Governor

I**n attendance**: Jessica Flowers (JF) Clerk

Sharon Leighton (SL) SBM

**Governors Core Function:**

**a) Ensuring clarity of vision, ethos and strategic direction;**

**b) Holding the headteacher to account for the educational performance of the school and its pupils; and**

**c) Overseeing the financial performance of the school and making sure its money is well spent.**

1. **Welcome, Introductions and Election of Co-Opted Governors:–** SM welcomed everyone to the meeting.

Nominations for Stuart Mallendar (SM) and Kate Milne (KM) as co**-**opted governors were put forwarded. Governors voted in favour of co-opting SM and KM onto the governing body.

1. **Apologies** – none noted.
2. **Confidentiality**: SM reminded governors of the need to ensure confidentiality of all discussions in line with the Code of Conduct. Documentation also needed to be kept confidential and to ensure GDPR compliance all governors had been provided with a school-based email address.
3. **Minutes of previous meeting and review of actions:** The minutes from the meeting on 9th December 2020 were approved as an accurate record and would be signed by the Chair once face-to-face meetings resumed.

**Actions:**

* TA inductions were supposed to take place on the 4th January but did not happen due to lockdown – to be rescheduled.
* New Year’s honours for Mary Fisher – no outcome heard yet despite the parish council also writing to support this nomination.

All other actions had been completed or were covered elsewhere on the agenda.

1. **Declaration of Interest in any Agenda item –** no declarations were made.
2. **Budget and SFVS (Agenda amended for SL budget update)**

Governors had been provided with the latest monitoring reports and the Schools Financial Value Statement in advance of the meeting.

A forecast carry over was noted as £68K, this was less than last reported on but was subject to a few more bills. This may be subject to change at the end of March as allowances have been made for a number of budget codes that may not be spent.

Funding statement for 21/22 is due to be released shortly and this will give funding information for next year based on 120 children across the federation.

Added to this are grants from North Yorkshire for FSM families.

Scarcity funding reports - NY are not proposing for transference but receive additional funding from NYCC.

Statement will need to be ratified by governors by the 29th May. There was some confusion over the submission date, which is normally 31st March.

Governor question:

Q: Can this be submitted early?

A: Yes – Anytime this financial year. This has not substantially changed from last year. No progress scores this year due to Covid.

Governors approved the SFVS.

**Action** - SFVS to be submitted to SM for an electronic signature.

**Schools Financial Benchmarking Data**

The school have been benchmarked with five schools with similar pupil number and come out very favourably. This document will go on school website for others to view. Staffing ratio to children looks expensive but this is due to experienced teachers as previously discussed.

Carol noted that this is an insignificant budget as a further budget due is in 8 weeks’ time.

Benchmarking – reporting template. Pupil numbers excludes nursery, as they are not on roll (4-11 years old).

**Norwood Trust**

When the Norwood School closed the site was sold off and schools nearest were allocated a lump sum. Applications have been attempted to extract funding since October 2018. The school can make an application for a 50% share in the funds held here but this has been challenging. SL has chased this with a number of colleagues at NYCC who are trustees of the fund and this is now moving forward to the legal team for further support.

If the funds are received, they could be used to expand the school for a pre-school extension and potentially larger classrooms for more children.

The school have previously received small sums of interest on the amounts held in trust but have made a request for the full amount.

Governor Question:

Q: How much would Darley have access to?

A: Approximately £27,000

Action - Lynne Bennion to speak a known contact at NYCC to chase this on behalf of the school. SL to forward communication received via email to date regarding this matter.

**Summary report**

Looking at the summary report it does not highlight nursery in the budget.

From April with the first lockdown there was a significant reduction in funds with the nursery not receiving paying places but the school are on budget to make a small profit.

Governors thanked SL for her work on these documents and the budget.

1. **Headteacher Report**

A report was shared with governors ahead of the meeting and NC went through key areas as follows.

A decision has been made not to offer live lessons, as this is difficult to accommodate for mixed age classes and offer when children are in school.

An audit has been completed with Karen Butler on remote learning.

The school were initially under pressure from a number of parents regarding requests for key worker and vulnerable child places. This has now quietened down.

**Health and Safety**

Virtual visit completed with Mike Brown for paperwork, the report once received is to be shared with governors.

**Staff wellbeing**

Staff are still feeling positive and looking forward to children returning to school.

Potential staffing changes at Summerbridge was mentioned to governors, a number of staff here through experience, progression and personal circumstances may want to move on shortly. This will need to be carefully managed and discussed with parents to ensure smooth transition.

Governors to be aware that teaching staff may change. Need to maintain faith in parents that this is just timing and an after effect of the pandemic for relocations, change of employment. Potential to move existing staff from Darley to Summerbridge to maintain staff experience.

Governor Question:

Q: How do you convey staff leaving to parents so they are reassured?

A: This is difficult but it is noted that the best teachers are aspirational and will want to move on. As a school, we want to support ambition and progression of staff. Communicating this to parents will be to emphasise this and be a celebration of their time at the school. It was hopeful that movement of staff would be a gradual process and new appointments would be made of the same calibre.

**Remote learning**

Governor Question

Q: How is remote learning progressing in uptake?

A: Uptake of core subjects is strong. Some parents have said they are not able to home learn with their children despite the support provided. Many children are attending school one or two days per week, which has been beneficial.

Systems are available for monitoring online resources. Can see login and progress on maths and reading.

Q: For those children who do not have internet or device access, what do the school do here? What is the mechanism form receiving work?

A: For those that have no internet access, paper copies and workbooks are provided.

NC advised governors that the wellbeing of teachers is being monitored by weekly meetings. The school were well prepared for delivery of remote learning after previous experience of lockdown. The curriculum had been changed to fit this despite the shock of changes in January. Overall, the mood is that they want children back in school as soon as it is safe to do so.

Governor Question:

Q: Can interaction be seen with learning programs and is this fed back to parents?

A: Yes, there is an inbuilt messaging service used as communication with children but daily conversation are also held where possible. If no interaction seen, this would prompt an email to parents.

Q: Is this for all age groups?

A: Online reading is only for KS2.

Q: Full class zoom lessons, is this something to consider?

A: This has been discussed but would be challenging to deliver live with pupils in school and may not be suitable for all parents. Would also require timetabling change to allow teachers time out of class.

Work has been scheduled for the playground to be resurfaced – This will be a wet pour Multi Use Games Area (MUGA) surface. Funding for this has been through changes from evolution fitness, the money needs to be spent before the close of the current financial year. This will enable a range of seasonal activities such as tennis and netball.

Funding from sports and PE funding was previously used for evolution fitness. This has now ceased, as it was subject to another member of staff accompanying lessons so expertise could be shared after funding ended. As the school are unable to accommodate this the sports funding has needed to cease.

**Nursery Update:**

KM provided a brief update on the nursery.

Remote keep in touch sessions taking place through the tapestry online learning journal, printed off resources are being provided and regular phone calls with families. Feedback from parents was shared with staff and was noted as uplifting.

**Action** – KM to email parents to thank them for the feedback.

Governors noted that the parent reviews are a testament to the staff and the great job done by KM and the team.

1. **Policies**

The following policies were shared with governors ahead of the meeting:

* Child Protection and Safeguarding
* Complaints
* Privacy Notice
* Information Governance
* Information Security
* Pay Policy
* Information Security Incident Reporting
* Publication Scheme
* SEN Policy

**Action**: SM to sign policies when next in school.

**Action:** Governors were reminded that they were required to ensure that they had read the updated Keeping Children Safe in Education document. Within the CP policy, it is noted that all governors are to read this.

Governors approved the noted policies.

1. **Governor Visits**

Physical visits in school are still not able to take place due to Covid restrictions. A remote learning review document was shared with governors ahead of the meeting and key sections were highlighted as follows:

Zoom meetings can be set up for governors to observe and ask questions.

Permission can be sought from parents so that pupils at home can give feedback remotely.

It was noted that there was a lot of potential for governors to engage remotely to show this involvement.

An accessibility plan has been compiled.

**Action:** Governors to email NC to volunteer for remote discussions with pupils.

Staff governors in school to be utilised where possible for learning walks and book scrutiny.

**Action**: NC to arrange Zoom virtual learning walk with all governors.

1. **Governing Body Skills Audit and Governance Action Plan**

The aspects of governance plan can still be ticked off remotely and no concerns were raised here. It was noted that home schooling is not the same as in classroom curriculum and this is challenging for staff to monitor whilst teaching in school.

Governor Question

Q: Can the governors log on and watch an online lesson?

A: Yes, all live lessons are by invitation through zoom. This can be utilised as lesson observation.

Q: What about the logged in resources, watching recorded content– can this be monitored/watched?

A: This may be difficult for non-live events.

**Action**: When recorded introduction completed by AH – this is to be shared with governors. This can then be used as a topic for discussion when governors engage with children for feedback on remote learning delivery.

The governing body skills audit has been completed. Action plan, a little on hold due to circumstances.

Examples of completed work can be shared as required with Ofsted – if work can be evidenced this should not be an issue.

1. **Training**

New governors have been offered the ‘new to governance course’, which is available for online delivery.

1. **Forthcoming events**

8th March is the estimated date that pupils are expecting to return to school. It has been advised that schools will receive two weeks’ notice before any changes are published although it was noted that this could be done quicker as in previous responses to lockdown.

Although there was concern that cases may rise nationally with a return to school it was hoped that this would not be the case. Staff are very much looking forward to the safe return of pupils.

Governor question:

Q: Have you thought about a staggered return plan?

A: Waiting to see what government guidance is here. Following previous lockdowns reception, Y1 and Y6 came back early. Given the pupil numbers it was preferred to have all year groups back so that small numbers are not excluded, especially considering siblings.

1. **AOB**

None

Meeting closed at 7.40pm.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Chair)