Federation of Darley & Summerbridge Community Primary Schools

Governors’ Business Meeting at Summerbridge Community Primary School on

16th September 2020

Virtual Meeting opened at 4.00pm

**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

I**n attendance**: Chris Walker (CJW) Clerk

**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 and Apologies –** Apologies were noted from Lynne Bennion, Mike Poole and Sarah Walker. Four members of the governing body were in attendance from a current membership of 6; the meeting was therefore quorate.
2. **Election of Chair / Vice Chair**: SM was the only nomination for the position Chair and was elected unanimously for a period of 12 months.
3. **Minutes of previous meeting and review of actions:** The minutes from the meeting on 8 July 2020 were approved as an accurate record and would be signed by the Chair once face to face meetings resume.
4. **Declaration of Interest in any Agenda item –** no declarations were made.
5. **Annual Register of Business and Personal Interests:** Governors had been asked to complete the annual register of business interests form and to email back to the clerk. In view of the current Covid epidemic the clerk to collate the forms and file in school when able to do so. **Action: All governors to send the completed form to the clerk, including nil returns.**
6. **Register of Gifts and Hospitality:** The clerk reminded governors of the need to record the receipt of any gifts or hospitality, arising from their position as governor, on the Gifts and Hospitality Register.
7. **Code of Conduct:** Governors agreed to adopt the NGA Code of Conduct.
8. **Standing Orders 2020-21**: Governors approved the standing orders for 2020-21.

**Headteachers Performance Management Committee: SM/CW + external advisor.**

Governors agreed to defer the membership of the ad hoc committees until the next meeting when more governors would be in attendance.

1. **Governance Action Plan:** The Covid epidemic had impacted on the delivery of the actions in the Action Plan. Governors agreed that the overarching aim was to retain an Ofsted judgement of good. NC informed governors that he had reviewed what actions had been completed from the school’s perspective. SM agreed to review the governor specific actions. Governors agreed that following the review it was important to identify what actions had been completed and to identify any next steps in an updated plan. **Actions**: SM to review the Action Plan. NC to update the School Development Plan and adjust in the light of the impact of Covid.
2. **To appoint governor with specific responsibilities and link governor roles.** Governors agreed to defer this item to the October meeting when more governors would be in attendance**.**

NC informed governors that he had initiated a ballot to fill the vacant staff governor position: two suitable candidates had come forward. An election to fill the two parent governor vacancies would be initiated as soon as possible. The outcomes from the most recent skills audit would be used to identify skill gaps. The aim being to recruit parent governors to fill these gaps. The same principle would also be applied to fill the vacant Co-opted governor position. Governors were encouraged to identify any suitable candidates for the Co-opted position.

1. **Agree a timetable for governor visits.**

NC confirmed that the normal governor monitoring visits would not be possible at the current time due to current health and safety requirements. It would be possible to arrange 1 to 1 meeting or possibly meetings of up to 3 people when necessary; for example, to review and discuss key documents. Health and safety guidelines would have to be enforced, including the wearing of masks and social distancing. Governors agreed to discuss possible dates to visit the school at the October meeting.

1. **Governing Body Skills Audit and Evaluation – any changes from last year.**

Governors agreed to

* identify which skills had been lost from the Governing Body during 2019-20 and therefore which needed to be replaced;
* to complete a skills audit form for 2020-21. Clerk to circulate the skills audit form and synthesize the results.
1. **Governing Body Annual Report**

SM had completed the Annual Report which contained no surprises.

1. **Staff Governor Vacancy:** Item 10 refers**.**
2. **Governor Training:** Clerk to check what NYCC courses were available**.**
3. **To consider the Financial Outturn for the previous year:** NC informed governors that to address the Covid epidemic had impacted significantly on school finances e.g. the cost of PPE was between £5k to £10k. Therefore, whilst the position at the end of July was relatively healthy the current challenges were beginning to impact significantly.

Governor question:

Q: Do you receive any central support for the cost of PPE?

A: No

Governors agreed to invite the bursar to the October meeting to discuss the financial position in more detail.

 **17.Forthcoming events**

NC confirmed that all planned events had had to be cancelled. The main focus currently was addressing the continued impact of Covid and the national guidelines. The delays in testing was having a significant impact on pupil attendance; pupils were having to take time off school if they displayed any potential Covid symptoms, such as a cough, then have to wait for a test and for their results. This was affecting large numbers of pupils**.**

1. **AOB**

NC informed governors that Peter Corner would be prepared to cover for NC should he be required to take time off from school as a result of Covid related guidelines. Governors approved this proposal.

SM/CW/MP agreed to form a Pay Committee to consider recommendations for the incremental teacher pay increases. A decision was required by October 23 2020. NC to send all relevant documentation to the Committee and provide any advice in line with the guidance. The Committee to notify the staff directly of its decision. An Appeals Committee to be considered if required.

Governors agreed to consider the appointment of a Vice-Chair at the October meeting with a view to developing succession planning for a future Chair.

Governor questions

Q: How are the staff coping?

A: The staff are doing an excellent job in very difficult and unprecedented circumstances. They are all following the health and safety guidelines and providing appropriate support for the pupils. There is naturally a degree of anxiety and we will continue to provide as much support to staff as we can. My sense is that staff are feeling more secure now.

Q: Did all children return to school in September?

A: Yes, and all staff are back too.

Q: When will Ofsted be resuming its inspections?

A: We were due a visit in June 2020 but this had to be postponed due to Covid. My sense is that for those schools previously judged ‘good’ there will be less urgency to reschedule the visits; for schools in ‘RI’ they would probably be visited in January to March 2021.

We haven’t received any guidance on exactly what the focus of a visit will be. Our current priority is the welfare and safety of the children and staff and to identify any learning gaps.

We intend to use the additional funding to provide tutors to support the more resilient children. This will enable the less resilient children to continue to be taught by familiar staff.

Q: How are you managing the curriculum?

A: A lot of work has been undertaken to re-write our curriculum plans. It has been challenging not least as a result of the impact of the staggered start and finishing times. We have linked our curriculum planning to the resources that we have been using online. Trying to ensure the learning progresses is challenging but we are making every effort to support out pupils.

Q: Will you be continuing to provide online learning resources?

A: Yes, primarily through Oak Academy.

1. Dates for the next year were agreed as follows:

|  |  |  |
| --- | --- | --- |
| **Date (all Wednesdays)** | **Time** | **Location** |
| 16th September 2020 | 4pm | Darley |
| 21st October 2020 | 6pm | Summerbridge |
| 9th December 2020 | 4pm | Darley |
| 10th February 2021 | 6pm | Summerbridge |
| 24th March 2021 | 4pm | Darley |
| 12th May 2021 | 6pm | Summerbridge |
| 7th July 2021 | 4pm | Darley |

Meeting closed at 5.20pm.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chair)