**East Ayton Community Primary School**

**Minutes of the Governing Body Meeting held on**

**8th October 2020 (Virtual)**

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| **Present** | Derek Johnson  Samantha Hay  Rabia Firfirey  Lisa Nellist  Helen Cass  Eileen Race | Head  Chair  Parent  Staff  Parent  Co-opted |
| **In attendance** | Laura Waites  Henryk Francug | Clerk  Clerk |
| **Apologies** | Tim Watts | Co-opted |

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| **Minute** | **Item** | **Action** |
| 1.1020 | **Appointment of Chair and Vice Chair**  It was agreed by unanimous show of hands that SH be appointed as Chair of the GB. SH to check if TW would be happy to do the vice chair role or a new governor once vacancies are filled  SH went through the core functions of governance of the Gb which are:   1. *Ensuring clarity of vision, ethos and strategic direction.* 2. *Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff.* 3. *Overseeing the financial performance of the school and making sure its money is well spent.* | SH |
| 2.1020 | **Apologies for absence and to determine whether any absences should be consented to.**  TW was not present at the meeting. |  |
| 3.1020 | **Declaration of Governors' interests and reminder of confidentiality.**  None were declared. |  |
| 4.1020 | **To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.**  None identified. Any items will be agreed as they arise. |  |
| 5.1020 | **Notification of urgent other business.**  None |  |
| 6.1020 | **To approve as a correct record the Minutes of the previous FGB meeting held July 2020 and Finance Committee held July 2020**  These were approved by Governors and are to be signed by the Chair for the file. There were no matters arising. |  |
| 7.1020 | **Standing Orders &** **Register and Code of conduct**  The Standing orders were reviewed and approved with the following GB and committee arrangements: 4 FGB meetings to be held, 2 in Autumn term and 1 each other term. Committee to be held per term.  The register of Interests forms were circulated for governors to update and sign. The GB reviewed and agreed the code of conduct. |  |
| 8.10720 | **Governing Body Update**  In terms of vacancies, the is 1 x LA governor vacancy, 2 co-opted and a parent governor vacancy. DJ has spoken to the vicar about joining the GB and will follow up and has also spoken to an ICT contact and will follow up regarding their interest. The school will undertake the process to appoint a parent governor. All are to think about anyone they know with the skills needed to join the GB.  Committee membership is to remain unchanged. There will be a termly Finance committee (clerked) and the situation will be assessed and go back to half termly if needed. The School improvement committee (not clerked) meets every half term, plus as needed.  Governor priorities, link governor roles and visits were discussed and arrangements to remain unchanged. | DJ  All |
| 9.1020 | **Headteacher update**  DJ referred to the circulated HT report and covered the main points.  Safeguarding – a referral was made to children’s social care and this was reviewed with no action needed. One child is classed as in need, refer to report for details. Three children joined the school from another LA area; all classed as highly vulnerable and under child protection orders. The school is working with key workers in the other LA during transition. The children are settling in. Another referral was made today and DJ described the incident.  Health & Safety – a risk assessment was done for the reopening of school. All arrangements are in place and working well; there are enhanced cleaning procedures in line with LA recommendations. The school has increased staff hours to enable this. There are a limited number of testing kits in school and more are on order. One staff member was tested recently – was negative.  There is 98.6 % school attendance which is fairly typical. Baseline tests done for reading, writing and maths and these were followed up by meetings with teachers where issues were discussed. Plans for SEN are being developed. LN gave an update on SEN. There is a cluster of pupils in 1 class and more may be added to the current list.  Catch up plans – these divert a bit from the SDP to address any issues around gaps in learning- see baseline results in HT report. There are some gaps compared to March; reading has biggest gaps, but the school is working on this area to see if the baseline assessment test was accurate. It may be that the children were not used to the tests – the teachers’ assessment is that there was not such a big gap as shown by the test. There was a review of the data in the report. It was noted that it appeared that a fairly large proportion of children haven’t been reading at home and this combined with an unfamiliar test has likely made the baseline result appear worse. Based on monitoring done, and book scrutiny, the school has identified some children who need more intervention; the majority children getting on well and there will more data to review after half term.  The Zoom session ended at this pointed and was re-started with SH, RF, HC, DJ, LW and HF present - others had tech issues so couldn’t join – LN, ER.  Q Regarding the SDP, what impact has the situation had on the SDP?  A DJ referred to the HT report. The catch up curriculum plan is working alongside the SDP. The school has built planning into this term for gaps; there are two bodies of learning to teach in the term so do need to go at pace; the system is working well and involves revising what the children should have covered in Summer term then moving into Autumn term.  Q Is this an issue re the extra work and gap?  A In maths not should be an issue as abacus is based on revising what was learned before moving on. Also using another system for learning times tables. Maths is the least problematic area as systems are built on revising what was done before. Will test again this term and address any gaps.  Q In terms of self evaluation – what category are we giving ourselves?  DJ said that the school was categorising as good – when DJ spoke to the SEA (Matt Blyton) in summer term, he said the school was good but he needed to see how the school and children responded to the return to school. If progress continues as was then it should remain a good judgement by MB.  Q Will school be entitled to more money for Covid?  A There will be about £8 per child so about £18k to be paid over 3 terms.  Guidance is for it to be spend on classroom support and IT support – for this school these are probably the two areas needed.  Q SH raised concern on online learning for all children, especially looking at the government guidance – if have a year that has to isolate. The school needs to be able to have something in place e.g. with MS teams.  A DJ has approached IT providers regarding remote learning and what could be done. They will run a trial using Google Classrooms and it could be running by half term.  LN joined the meeting.  There is a possibility that half term could be two weeks – government is to confirm; this time could be used for staff to learn how to use the Google Class / teams software. Will also look at how the system can be trialled with pupils.  Governors noted this was a very positive development and something that has been raised by parents as a need.  DJ noted the quality of the work the children brought into school from the website – those who have engaged. Governors noted that the school needed to thank parents as it has been difficult time for all and most children came back to school with no problems; this testament to the hard work of the parents as well as the children’s hard work and commitment. |  |
| 10.1020 | **Policies**  DJ referred to the circulated relationship policy. DJ is currently consulting with parents on the policy and if anything is raised by parents which needs GB input, he will advise. All agreed that the policy be approved, subject to any changes needed following the consultation. |  |
| 11.1020 | **Safeguarding**  All governors were asked to refer to the latest KCSIE guidance circulated. SH has taken on the ole as safeguarding governor following GH’s resignation. SH has reviewed all guidance and there is no outstanding action. | All |
| 12.1020 | **Premises Health and Safety Update**  The return to school risk assessment is in place and there were no other matters to raise |  |
| 13.1020 | **Budget update**  As result of Covid, income had gone down £17k due to a lack of nursery income and school dinners. The impact of this will be reviewed at the next Finance Committee. |  |
| 14.1020 | **Correspondence**  None raised |  |
| 15.1020 | **AOB**  None raised |  |
| 16.1020 | **Key Actions Summary and Impact of GB decisions**   * Ratified all the governance business so compliant as a GB; * Set the tone for the rest of the year * Aware the school is facing an Ofsted inspection possibly Jan/Feb and is in a strong position and needs to keep momentum. * There is difficulty as governors are not going into school – LW advised that some schools are setting up MS Teams for governors to meet virtually with teachers and curriculum leads – this is something the GB will look into with the school * Challenged and explored the test data * Reviewed how the school has responded to challenges of reopening and the GB has a better understanding of the challenges and issues the school is facing * The children did settle really well and as well as the school is doing the baseline assessments have been aware of children’s mental wellbeing and will follow up with some children. * It was noted this could be picked up with the teachers as well and DJ advised that he and senior team are monitoring the staff and ensuing they are all happy with arrangements |  |
| 17.1020 | **Close and date of next meeting**  SH to contact ER to update on what was discussed  SH and ER to meet Matt Blyton next week  DJ to send proposed dates for meetings; the next meeting is likely to be later December  There was discussion on how the school could do something on the website / newsletter on how the school is doing. | SH  DJ |

Signed:

Dated: