



Governing Body Minutes

Meeting: Full Governing Body
Date: 5 May 2020
Time: 6:00 pm
Location: Virtual meeting

Cononley Primary School: Meeting of the Full Governing Body

Date and Time: 05 May 2020 (6:00 pm): virtual meeting

Present:

Mrs Jane Breare	(Co-opted Governor)
Mrs Julie Cawood	(Co-opted Governor)
Mr John Evans (CHAIR)	(Co-opted Governor)
Mrs Jaki Fraser	(Staff Governor)
Mrs Katie Mason	(Parent Governor)
Mrs Catherine Pickles	(Headteacher)
Dr Richard Wheelhouse	(LA Governor)

Clerk: Ms Sarah Williamson (NYCC Clerking Service)

A	Procedural
42/19	Welcome The Chair welcomed governors to the virtual meeting.
43/19	Apologies Governors consented to apologies received in advance from Mrs Price-Waite (Parent governor) and Ms Travers (Co-opted governor). Governors noted the resignation of Mr Seymour (Co-opted governor) due to a change in work commitments.
44/19	Any Other Urgent Business Governors noted Dr Wheelhouse's formal appointment as an LA governor which was confirmed on 10 December 2019, following retrospective notification of completion of the application process by the LA.
45/19	Confidential Items No confidential items were identified at this stage of the meeting.
46/19	Minutes of the last meeting The minutes of the meeting of the Governing Body held on 10 December 2019 were circulated to all governors before the meeting. Governors unanimously agreed they be accepted as a true record of that meeting. The Chair will sign a copy for the record at the next face to face meeting, a copy of which will be filed in school. A pdf version will be posted on the school's website. ACTION Clerk & HT



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47/19	<p>Matters arising from the Minutes of the last meeting</p> <p>a) (31/19b & R32/19) Update on the refurbishment of Class 1 and 2 toilets.</p> <p>The toilets have been seen by Mrs Price-Waite and Mrs Cawood during governor monitoring visits prior to lockdown; they report that action is required. Quotations will be obtained when possible and governors agreed the work should commence at the most appropriate moment.</p> <p>b) (32/19c) Update on additional reading resources.</p> <p>The HT reported all classes have been resourced with books to supplement Reading Schemes. They are a combination of good picture books, classics and modern novels. Each class has a list of 50 top reads to choose from. The staff governor confirmed these reading resources are very popular with the children. Children in Years 4-6 are writing book reviews in response to their reading.</p>
48/19	<p>Minutes from Committee Meetings held since 10 December 2019</p> <p>Copies of the minutes of the committee meetings were circulated in advance of the meeting.</p> <p>a) Standards & Achievement Committee (17 March 2020)</p> <p>Mrs Mason summarised:</p> <ul style="list-style-type: none"> • The committee considered evidence from monitoring reports for KS2, Maths and Geography, which show positive implementation of teaching strategies and the revised curriculum. Some minor inconsistencies will be monitored further. • Governors considered the school SEF and noted the most recent action. • Governors reviewed the SEF against the Ofsted criteria for standards for Behaviour and Attitudes and Personal Development. Governors noted the school consistently meets the criteria for good and meets the criteria for outstanding in some areas. • The school rules, revised in consultation with staff and pupils, have had a positive impact and the zero-tolerance approach to some minor matters in the classroom has been very successful in producing consistency. <p>b) Resources Committee (25 February 2020)</p> <p>On behalf of Mrs Price-Waite, Mr Evans summarised:</p> <ul style="list-style-type: none"> • In February a £95k carry-forward was forecast. • The committee authorized additional expenditure on books and IT. <p>The HT reported that 3 quotations for IT hardware have been obtained. Companies were preparing to give a pitch to staff before school closed. Governors agreed this matter should be followed up as a priority when school reopens. Ideally, new equipment should be installed before September 2020.</p>



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B	School Improvement
49/19	<p>Headteacher's Report</p> <p>The HT's report was made available on the governor section of the school's website prior to the meeting. Governors asked the following questions:</p> <p>a) Update on Covid-19 response, to include safeguarding, staff and student welfare, remote learning for pupils</p> <p>What child Protection and safeguarding arrangements are in place? How are safeguarding measures being monitored?</p> <p>An addendum to the Child Protection policy is available on the school website.</p> <p>Cononley is acting as a hub, with two other local schools working in the building. The HT is working closely with the two other HT's. The HT is present in school one week in three but there is always a member of Cononley staff present.</p> <p>On the busiest day 8 Cononley children are attending; this may rise to 10/11. Other schools have 2 or 3 children present. All of Cononley's vulnerable children are attending; more key worker children are beginning to join, which is why numbers are increasing.</p> <p>The school's MIS system is working very well, providing access to essential data which can be accessed remotely when necessary. This enables liaison with relevant agencies to be kept up-to-date.</p> <p>The HT shared a risk assessment for the Hub with governor, which outlines measures to keep children safe in the building and to promote wellbeing. This includes social distancing measures although these can be difficult to achieve in practice.</p> <p>Cononley teachers are in the process of telephoning all families to check on wellbeing. More frequent calls are made to families where there are concerns.</p> <p>How are children being provided with home learning? How is it being monitored? Is it as successful as it can be?</p> <p>The school has surveyed parents to determine access to Wi-Fi and devices. Teachers are working to provide a range of possibilities for home learning: teacher-led lessons, online activities, BBC activities and booklets to print out. Ways to use existing applications such as Purple Mash and Tapestry are being explored.</p> <p>How are families responding?</p> <p>There has been a range of responses from families, some of whom are managing well, others are finding it stressful. The school is trying not to overwhelm parents and to encourage them to find a route that suits individual families well. The Staff governor added teachers are offering reassurance and advising them to do what is best for each child.</p>



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A parent governor commented there is a variety of resources and plenty of material available. It can be challenging to get children to focus all day. Governors discussed examples of opportunities for children to develop life skills and for grandparents to provide virtual support such as listening to children read. Governors noted that BBC Bitesize is aimed at consolidation. It was noted some parents may welcome additional guidance for Early Years learning. The HT will pass on this feedback. **ACTION: Headteacher**

The HT is sending a weekly letter to parents offering reassurance.

How long do you need to plan for a return to school?

The HT explained current indications are that 3 weeks' notice will be given for what may be a phased return for some year groups on 1 June. The HT expressed reservations about Y6 returning other than for a celebration, due to the space required to provide care for key worker children.

What preparations are in hand for the eventual re-opening of school? Is any assistance required?

A continued requirement for social distancing is likely. There are practicalities to consider over different year groups returning, especially with regard to siblings. Additional supplies, such as anti-bacterial wipes will be procured. Governors noted that ultimately it will be up to schools to determine how to re-open.

If some parents are nervous about a second wave of infections in the Autumn will they be able to keep children at home without being fined and still access virtual learning? What impact would this have on staff?

The HT responded that in addition to some parental anxiety, some parents are shielding. The school will need to be flexible. Measures cannot be enforced; it is unlikely that fines would be issued in such circumstances.

How would the school manage with some children learning at home others being taught in school?

The HT stated it was not possible to give a clear answer at present. A response will wait until the school is presented with a model. Governors noted priorities will be very different on return; the primary concern will be children's wellbeing, health & happiness.

How easy will it be to social distance?

There are logistical issues in managing numbers in certain situations, for example maintaining social distancing whilst hand washing. Social interaction will be very important. Plans will maximise outdoor time. The HT reported prior to closure, children were good at keeping apart, imaginatively adapting their own play and games so that they stay further apart.

How are staff coping?



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	<p>There is a staff social media group mainly for sustaining morale. Staff are aware of each other's needs, are keeping in touch and supportive of one another.</p> <p>b) Update on September admissions numbers</p> <p>What are the numbers for next September in Reception and increases in other years?</p> <p>The PAN has been increased to 25. There are 25 definite applications, with 4 appealing. Governors noted the HT has received enquiries for future places at the school from families moving into the village: 2 Reception children, both with older siblings.</p> <p>What would be the total number of additional children before a new classroom is required?</p> <p>A further 20 pupils across the school. Governors noted other schools are also experiencing an increase in admissions which reflects the demographic for this cohort. Open Days were very successful this year and will be repeated next year.</p> <p>How would the class be split if there are 26 children?</p> <p>The HT responded this will be decided when final numbers are known. It will be possible to update governors following the appeals process in May. When lockdown ends it will facilitate house moving.</p> <p>Is there anything that can be done to sustainably increase the number of pupils bearing in mind how the village is growing in size?</p> <p>The Chair proposed that early in 2020/21 governors should consider forecast Reception numbers for the next 2/3 years and discuss the school size, future planning and facilities. This will be a future agenda item. ACTION: Clerk</p> <p>c) Governors noted the following items included in the HT's Report (on the website):</p> <ul style="list-style-type: none"> • Monitoring report including Governor Monitoring Visits • First Aid Report • Personal Development • (32/19g) Summary of Parent Questionnaire responses <p>There were no questions arising.</p> <p>d) The following items are postponed until the July meeting:</p> <ul style="list-style-type: none"> • Presentation on Reading at Key Stage 2 – PowerPoint presentation to Governors (postponed from December FGB meeting) • Presentation: update on the Wider Curriculum
50/19	<p>Safeguarding</p> <p>a) Issues or incidents</p>



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	<p>There were no incidents or issues to report. Safeguarding during school closure was discussed in 49/19a</p> <p>b) (34/19c) Confirmation all governors have completed Prevent training https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html</p> <p>All governors confirmed this training is complete. Certificates have been sent to the HT.</p>
51/19	<p>Health and Safety / Premises</p> <p>a) Issues or incidents</p> <p>There were no matters to report.</p> <p>b) (35/19c) Update on staff wellbeing survey</p> <p>This item is postponed until July 2020. ACTION: Clerk</p>
52/19	<p>School Policies</p> <p>a) Flowchart of Safeguarding Process</p> <p>b) Relationships and sex education policy - <i>on website</i></p> <p>Governors confirmed they had read and approved these policies and procedures.</p>
C	Other Business
53/19	<p>Finance</p> <p>a) (R33/19) Update on School's Financial Value Standard (SFVS) submission.</p> <p>Governors noted the SFVS has been submitted and was made available to them on the governors' section of the website. Governors asked the following questions:</p> <p>Has the school been able to buy the books and IT equipment resources it was given permission to purchase?</p> <p>See 47/19b</p> <p>Why do supply costs appear high?</p> <p>The HT responded supply costs reflect maternity cover and long-term sickness absence. Costs are partially mitigated by insurance.</p> <p>Pupil teacher/adult ratios is in the highest 10% of similar schools. Is there a finite number for an increase in pupils without considerable expenditure on additional classrooms/staffing levels?</p> <p>The HT responded the ratios included in the SFVS will be further investigated with the Bursar. The Bursar has been asked to incorporate the cost of an additional TA for KS1 in 2020/21 to reflect increased pupil numbers. There remains a £90k projected carry-forward including these additional costs.</p>



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	<p>Governors noted potential longer-term cost savings as natural attrition of some TAs reduces the overall number of HLTAs and brings all staff onto the same term-time only contract.</p> <p>What are the advantages and disadvantages of low staff turnover?</p> <p>The HT responded a strong staff team is invaluable. Governors agreed this has been particularly invaluable in current circumstances. The new teacher already feels part of the team, is telephoning parents and participating in the staff rota for the hub.</p> <p>b) Draft Start Budget</p> <p>The HT received the draft start budget on 4 May; it requires amendment before it is circulated to governors.</p> <p>Governors noted there are sufficient funds for immediate IT expenditure and that quotations will be obtained for refurbishing the toilets.</p> <p>The budget forecast to 2022 is healthy but governors agreed the importance of sustaining overall pupil numbers, particularly in view of a large Y6 pupil leave in 2021.</p> <p>Mrs Cawood explained it has not yet been possible to obtain a quotation for curtain fabric for the Hall. The HT responded the Friends of Cononley School parents' association may fund this.</p>
54/19	<p>Governor Training</p> <p>a) NYES Safeguarding training (2 March 2020)</p> <p>A significant number of governors attended this face to face training, noted in Standards & Achievement Committee minutes.</p>
55/19	<p>Governor Monitoring Visits</p> <p>Governors noted that previous reports are included in relevant sections of the Headteacher's Report (available on the website). Further monitoring visits have been postponed in response to Covid-19.</p>
56/19	<p>Any Other Urgent Business as notified to the Chair</p> <p>a) Governor vacancy and succession planning</p> <p>Governors discussed the vacancy for a co-opted governor. In the interests of succession planning for the role of Chair, Mr Evans proposed that the Vice-Chair be co-opted to the governing board. Governors unanimously agreed this proposal and Mrs Mason confirmed her willingness to become a co-opted governor with immediate effect.</p> <p>An election for a new parent governor will take place when the school re-opens. The HT observed she has received expressions of interest from some parents regarding a role as a governor.</p>



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57/19	<p>Dates of future meetings</p> <p>Governors agreed collating questions in advance of the meeting is very helpful in ensuring virtual meetings are focussed; this strategy should be continued for future virtual meetings.</p> <p>a) Resources Committee: Tuesday 19 May 2020 at 6pm</p> <p>Governors agreed to hold this meeting virtually in order to ratify the budget. Mrs Cawood withdrew apologies originally given for this meeting. Governors asked the Clerk to contact the committee Chair to confirm the start time. ACTION: Clerk</p> <p>b) Standard & Achievement Committee: Tuesday 14 July 2020 (5pm tbc)</p> <p>Governors agreed to go ahead with meetings as planned even through there will be no test outcomes to discuss.</p> <p>c) Full Governing Body: Tuesday 14 July 2020 (starting at 6 pm)</p>
Close	<p>The Chair declared the meeting closed at 6.56 pm and thanked everyone for attending.</p>
	<p>SIGNED: DATE:</p> <p>CHAIR</p>