



Governing Body Agenda

Cononley Primary School: Meeting of the Full Governing Body

Date and Time: 14 July 2020 (6:00 pm): virtual meeting

Present:

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)
Mrs Rachel Price-Waite	(Parent Governor)
Sara Travers	(Co-opted Governor)
Dr Richard Wheelhouse	(LA Governor)

Clerk: Ms Sarah Williamson (NYCC Clerking Service)

A	Procedural
58/19	Welcome The Chair welcomed governors to the virtual meeting.
59/19	Apologies Governors consented to apologies received in advance from Mrs Breare (Co-opted Governor)
60/19	Any Other Urgent Business None
61/19	Confidential Items No confidential items were identified at this stage of the meeting.
62/19	Minutes of the last meeting The minutes of the meeting of the virtual meeting of the Governing Body held on 05 May 2020 were circulated to all governors before the meeting. Mrs Cawood (proposed) and Mrs Mason (seconded) that these be accepted as a true record of the meeting, to which governors unanimously agreed. The Chair will sign them 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
63/19	Matters arising from the Minutes of the last meeting None
64/19	Report from Committee Meetings held since 05 May 2020 Resources Committee (19 May 2020)



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	<p>Copies of the minutes of the Resources committee meeting were circulated in advance.</p> <p>Mrs Price-Waite summarised:</p> <ul style="list-style-type: none"> • The budget is healthy, and the school can afford to increase expenditure on key priorities such as IT hardware. • Pupil numbers for September are high (153 children). The school is full at Key Stage 1 but the HT is regularly contacted with enquiries. • Governors approved the draft Start Budget for 2020/21. <p>Have the Interactive Whiteboards been installed? They will be installed in the week beginning 21 July.</p> <p>The HT reported additional Year 1 teaching space has been created in the old library area by moving bookcases. Reception will require more space to move around. As well as provide an additional learning area.</p> <p>Governors noted:</p> <ul style="list-style-type: none"> • The Start Budget was based on 134 children but there will be 153. The HT explained the budget was based on the worst-case scenario of 12 children in Reception. • The additional 19 children will increase revenue by approximately £70 - 80k. The HT added there will also be additional funds made available by the government in September to support children's learning as they return to school. The HT proposed appointing an additional General Teaching Assistant (GTA) for September. • The HT proposed reviewing spending priorities, such as IT and the refurbishment of toilets, when government funding is known • Restrictions regarding carry-forward are no longer in place. The Bursar predicts that even the 5-year forecast gives a positive carry-forward. Ofsted will consider the school's budget in any inspection and look at how resources are being spent. <p>How can the governors best support the head and staff? What is most urgent: accommodation, extra staff or more resources?</p> <p>The HT hopes there will be sufficient funds to refurbish the toilets.</p> <p>Will there be any funds available from NYCC? The HT has not had the opportunity to explore this as some staff are furloughed.</p> <p>Should NYCC be given notice that an additional classroom will be required in 12 months' time? The HT responded the school has alternatives: another classroom could be created by knocking through into the courtyard room. A quotation will be requested from the contractors working on the roof during the summer.</p> <p>Where would resources be stored? Some on the mezzanine floor and additional storage could be created at the back of the assembly hall.</p>
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	<p>Are there any other low-cost adaptations such as an extension to the hall that should be considered? The HT agreed all possibilities and eventualities should be considered and planned for. Any available grants will need to be explored.</p> <p>Governors noted the school is rich in outdoor space and that the school could be extended without losing internal space for resources. Governors discussed whether any members of the parent body are architects. Governors noted the school may need to be oversubscribed before it became eligible for any funding for any additional building. The HT will contact NYCC to see what provision may be available through them. ACTION: Headteacher</p> <p>Are further teaching assistants required? Yes, potentially, or a specialist tutor may be required. The HT wishes to make a decision when the additional government grant is known in September. The Staff Governor added support will need to be targeted appropriately when children have been re-assessed in September.</p> <p>Will Year 6 children need intervention? They may need intervention depending on identified gaps.</p> <p>Governors agreed the school must have the right staffing and resources in place to meet the needs of pupils currently in school and asked the HT and senior leaders to put forward revised spending priorities to the governors in September. ACTION: Headteacher</p> <p>Governors agreed the HT's proposal to appoint an additional GTA.</p>
B	School Improvement
65/19	<p>Headteacher's Report</p> <p>The Headteacher's Report and other relevant documents were made available on the governors' section of the website prior to the meeting.</p> <p>a) Quality of Education</p> <p>The current judgment will carry forward. In September, the School Improvement Plan will be reviewed and priorities re-defined. Much will relate to the gaps in children's learning that are identified.</p> <p>How will you assess the gaps? The White Rose Maths Scheme has produced a catch-up scheme. The government has also issued some guidance about assessing Maths. Teachers always start with place value in Maths. Teachers would normally assess in September. Reception staff have already re-assessed children's phonics knowledge. English is easy to assess. Reading will need careful consideration.</p> <p>The HT explained there will be the need to ease children back into school. Teachers anticipate some children will need additional Maths and English learning outside the classroom.</p>



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	<p>What will be happening with volunteers for reading? It will not be possible to use volunteers in September. Additional staffing may be needed and a member of staff is already earmarked for some additional hours of intervention.</p> <p>b) Update on partial re-opening, to include safeguarding, staff and student welfare, remote learning for pupils</p> <p>How much engagement has there been with online learning and the home learning provided? This is hard to assess until children return. There will be a mixed level of engagement: from those who have undertaken a lot of home learning, to those who will have done little, and some who have followed a specific personal interest. Children will be assessed in the first 2/3 weeks and staff will be very flexible in their approach. Parental feedback has been listened to and staff have made telephone calls home to ascertain where children are in their learning. This information will be passed on to teachers who will be teaching them from September.</p> <p>A parent governor commented the HT's latest letter to parents had been very comprehensive and useful.</p> <p>What impact will there be on staff wellbeing in the face of all the variation in children's starting points? The HT replied in many ways the difference in starting points will be no different than the usual start of the academic year: children are always at very different levels. There are no concerns about the children's ability to slot back in based on those who have returned. Staff cannot wait for school to return to 'normal'.</p> <p>How do staff feel about all the children returning; are there any concerns? The Staff governor responded staff are very pragmatic. Since June 1st working in school has been easy. The staff seem very happy and children seem happy. The HT added the team know each other very well. The HT reported staff work well as a team and have been very flexible, happy to undertake extra hours, work on different days, and have responded positively to every request made of them.</p> <p>Governors agreed the Chair should write on behalf of the Governing Body to thank all staff. ACTION: Chair</p> <p>A parent governor commented it has been invaluable for children to return to school, even briefly. The HT replied the school has followed all government guidance to the letter and sought additional guidance from NYCC where necessary.</p> <p>How are staff in Reception managing the changes? The HT responded returning and new staff have settled back and fitted in very well. Plans are in place for September and a brilliant job has been done to plan for transition. Governors noted feedback from Reception parents and pre-Reception parents is very good.</p> <p>Governors agreed further discussion of this item should be included in a confidential minute, not available for public inspection.</p> <p>Will staff appraisals proceed as normal? They have already started.</p>
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	<p>Will NYCC send an advisor remotely to support the HT's appraisal? The HT reported the school has a new advisor: Heather Russell. Although gatherings will not be allowed, it should be possible for advisors to visit and for appropriate social distancing measures to be maintained. Governors asked the HT to find out and report on what the arrangements for advisor visits will be from September.</p> <p>ACTION: Headteacher</p> <p>The Staff Governor reported all staff have appreciated and feel thoroughly supported by the Headteacher's very positive leadership in the face of such changing recent demands. Governors unanimously thanked the Headteacher for her leadership.</p> <p>c) Update on September admissions numbers</p> <p>See above</p> <p>d) Staffing update</p> <p>Governors agreed further discussion of this item should be included in a confidential minute, not available for public inspection.</p>
66/19	<p>Implementing the new government guidance for the full re-opening of schools in September</p> <p>The HT sent a letter to parents on 14 July outlining arrangements. There may be further changes. Dr Wheelhouse commented the risk assessment is very comprehensive; it is based on the NYCC model. A copy will be circulated to all governors. ACTION: Headteacher</p> <p>The emphasis is on maximising time in school. There will be slightly staggered start times. Separate entrances to classrooms make arrangements easier. At present children must be staggered 2m apart on entry; this will not be necessary in September. It will be possible to have all children in the room waiting to wash hands.</p> <p>Is it worth considering temporary washing facilities outdoors? This is not necessary. The school's facilities are good; 4 sets of hands can be washed simultaneously.</p> <p>Should the big gates be opened? Yes</p>
67/19	<p>Standards & Progress</p> <p>Assessments will take place in September and throughout the year e.g. at the start of a topic to test prior knowledge.</p> <p>Plans are in place in case school must close again, for example in response to a possible spike in infections. From September, more learning material will be set on the Purple Mash learning platform used during lockdown. This will ensure pupils are familiar with the platform. It is possible to provide feedback through this platform so children can make progress.</p>



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	<p>The learning platform enables class blogs to be set up so children can ask teachers for help; work can be returned; and photographs of work uploaded. Governors noted this platform provides a good safe space for online learning as teachers must approve anything before it is posted. Staff have undergone training in its use and development.</p> <p>Do you know how many children do not have access to reasonable speed broadband and devices? Yes, a survey was completed. Some disadvantaged children have recently received a Chromebook. The HT stated staff will produce blended learning resources as not all children have access to devices or broadband all of the time.</p>
68/19	<p>Safeguarding</p> <p>a) Issues or incidents</p> <p>No incidents to report.</p> <p>b) Meetings</p> <p>The HT reported a rise in the number of meetings with social workers who are more accessible online. 4 separate meetings have been held with a further meeting scheduled. Virtual meetings are proving very efficient.</p>
69/19	<p>Health and Safety / Premises</p> <p>a) Issues or incidents</p> <p>None</p> <p>b) Premises check</p> <p>Mrs Price-Waite will undertake a premises check with the HT on 16 July 2020.</p> <p>c) (47/19a) Update on the refurbishment of Class 1 and 2 toilets</p> <p>There is no further update (see above)</p> <p>d) Other planned premises work</p> <p>The roof of the courtyard and the ceiling in the library area are being replaced. The weatherboard is being replaced and drainage work undertaken. Part of the hall will be painted, the floor polished and new curtains installed.</p> <p>e) (51/19b) Update on staff wellbeing survey postponed from May meeting</p> <p>Governors agreed to instigate a staff wellbeing survey, which the HT will help to source. Responses will go direct to the GB. Mrs Mason and Mrs Price-Waite agreed to collate the data from the staff surveys and present to governors at a future meeting. ACTION: Headteacher, Mrs Mason and Mrs Price-Waite</p>
70/19	<p>School Policies</p> <p>a) Restrictive Physical Intervention (RPI)</p> <p>The policy has been reviewed. There have been no legislative changes. Has any training been undertaken? All staff have had RPI training but require a refresher.</p>



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	<p>No training is currently available from NYCC and given its nature, training could not currently take place. This will be revisited, and updated training arranged when there is need.</p> <p>b) Home Learning Policy</p> <p>This policy will be amended to reflect contingencies made for any future lock down. Regular home learning tasks will be set via Purple Mash. Will all home learning be submitted in this way? No but regular use of this learning platform will build experience of using it.</p> <p>c) Collective Act of Worship Policy</p> <p>Will you be allowed to hold assemblies in September? The Staff Governor responded assemblies will be conducted remotely in each class.</p> <p>d) RE policy</p> <p>There is an RE curriculum page available on the website. The RE policy has been superseded by the Curriculum Statement. Mrs Wright will be the new RE leader.</p> <p>e) Teaching and Learning Policy and Charges and Remissions</p> <p>Both policies are published on the website. The Headteacher asked all governors to ensure they read the Charges and Remissions policy, which must be approved annually and will be revisited at the September meeting. ACTION: All governors.</p>
C	Other Business
71/19	<p>Any Other Urgent Business</p> <p>a) Parking in the village</p> <p>A governor shared the concern of a resident regarding parking congestion in the village. Governors discussed the issue, predominantly caused by commuter traffic. Whilst there is potentially space to create on-site parking for school staff, additional funds would be required.</p> <p>Congestion outside school occurs at drop-off and collection times. Stationery cars with engines running are a concern; carbon monoxide monitoring could be a useful project. Road Safety could be a topic for the School Council in the autumn term, working in conjunction with the Parish Council. ACTION: Headteacher.</p>
72/19	<p>Consideration of the Impact of the meeting on the children at the school</p> <p>Governors:</p> <ul style="list-style-type: none"> • Are fully aware of the plans for September • Agreed the appointment of an additional TA • Noted the new IT equipment will be installed over the summer • Discussed school buildings and development • Considered ways of spending available money on resources



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	<ul style="list-style-type: none"> Noted the improvements to the outdoor space: the running track has been finished and work will be undertaken to ready the garden for planting next Spring 								
73/19	<p>To agree dates of future meetings</p> <p>Governors agreed the proposed dates for 2020/21 which were circulated in advance of the meeting:</p> <p>Full governing body meetings, starting at 6pm:</p> <p>Tuesday 22 September 2020 Tuesday 8 December 2020 Tuesday 23 March 2021 Tuesday 13 July 2021</p> <p>Committee meetings, starting at 6pm:</p> <table border="0"> <tr> <td>Resources:</td><td>Standards & Achievement:</td></tr> <tr> <td>Tuesday 24 November 2020</td><td>Tuesday 3 November 2020</td></tr> <tr> <td>Tuesday 23 February 2021</td><td>Tuesday 9 March 2021</td></tr> <tr> <td>Tuesday 18 May 2021</td><td>Tuesday 13 July 2021 (5pm)</td></tr> </table>	Resources:	Standards & Achievement:	Tuesday 24 November 2020	Tuesday 3 November 2020	Tuesday 23 February 2021	Tuesday 9 March 2021	Tuesday 18 May 2021	Tuesday 13 July 2021 (5pm)
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Close	<p>The Chair of Governors thanked all governors for their support for the Chair and for their support of all staff and the Headteacher in unprecedented times. The Headteacher echoed this and thanked the Chair for all his support too. All governors wished the Headteacher, Staff Governor and all staff a good holiday.</p> <p>The Chair declared the meeting closed at 7.07 pm and thanked everyone for attending.</p>								
	<p>SIGNED: DATE:</p> <p>CHAIR</p>								
Clerk	Sarah Williamson								