

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Willoughby Primary School
Meeting title: Summer term meeting of the governing body
Date and time: Wednesday, 13th May, 2020 at 4.30 pm
Location: The Meeting was held virtually using Teams

Membership

'A' denotes absence

Mr Thomas Bateson
Dr Adrian Bath (Chair)
Mr Owen Devine (A)
Mrs Gretta Edley
Mrs Denise Howitt
Mrs Caroline Marlow
Mrs Rosemary Marshall
Miss Beatrice Smith
Mr Sander Tiel

In attendance Mrs Pat Colclough (Clerk to the governors)

GB/18/20 Apologies for absence Action

Apologies for absence were received from Mr Devine who had work commitments

It was

resolved

that the governing body consent to these absences.

GB/19/20 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/20/20 Review of membership

Mr Tom Bateson had been re-elected as Parent Governor in the recent election. Mr Stephen Marshall had also put his name forward in the parent elections and the Governing Body (GB) had asked him if he was willing to be a Co-opted Governor.

Mr Marshall had agreed to this and it was unanimously

AGREED that Mr Marshall be elected as a Co-opted Governor with effect from the 13th May, 2020.

The Clerk reminded the Governors that the full DBS checks need to be carried out for new Governors despite the school closure. **SM/HT**

A document had been previously circulated on the membership of Committees and the GB **AGREED** the membership

Action

A document had been previously circulated on the link monitoring Governors and the GB **AGREED** the link Governors.

The Chair reminded the GB that the re-election of Chair and Vice-Chair was due in the autumn term as a two-year term of office had been previously agreed. He felt it was time for a change of Chair and asked for expressions of interest or nominations from the GB to be sent either to himself, the Headteacher or the Clerk before the autumn meeting.

**All
governors**

GB/21/20 Approval of minutes of Spring term meeting

The minutes of the spring term meeting held on Wednesday, 29th January, 2020, having been previously circulated were **AGREED**.

Review of actions

GB/04/20 – Progress on updating the Vision 2020/22 – this had been followed up at the Committee Meeting and draft documents have been prepared following feedback.

GB/09/20 – The Safeguarding Leads & Chairs meeting had been postponed due to the coronavirus lockdown. However, Mr Bath had spoken with Cheryl Stollery and had been assured that Mrs Marlow is on the attendance list and will be informed when the meeting is re-scheduled.

GB/14/20 – Updating of focus for link Governors visits – the link Governors had been aligned with the SIP at a recent Committee Meeting and visits would be planned once it is safe to do so.

Mr Bateson noted that the annual Health & Safety Visit had been taken off the list and asked that it be re-instated as a reminder that it needs to be completed.

AB

GB/22/20 Receipt of minutes and approval of policies from committees and working parties

The Minutes of the Combined Committees Meeting (held virtually via Teams on 29th April) had been previously circulated and there were no further items to be raised at the FGB.

An action for finance from the Committee was reported by the Headteacher: the audited account for the school fund shows a balance of £8500.06 and that the amount paid into the school fund in financial year ending on 31st March 2020 was £11331.56 and the amount paid out was £10184.46.

The Chair confirmed that the School Prospectus had been completed and was available on the website for viewing or downloading. A picture of the school, painted by Dr Bas Haynes, had been reproduced on the cover. The Headteacher said that the school could provide printed copies if these were needed.

GB/23/20 Financial Reporting

School Finance had been considered and agreed in the Committee Meeting and was brought to the FGB for formal approval.

The SFVS had been completed and submitted on time and was formally

AGREED by the FGB.

The school were unsure whether the B02 still needed to be submitted and the Clerk was asked to look into this.

CLERK

Services for Schools had been agreed at the Committee and the governing body

AGREED to the decision on Services for schools

The Budget for the coming year was also **AGREED by the FGB**

GB/24/20

Headteacher's report

The Headteacher's report had been previously discussed at the Committee Meeting. An update was given on the progress of home learning and plans for the future in line with the Government's announcement of partial school re-opening.

On the 24th March the children were given work books for two weeks and text books were purchased.

After the Easter break the staff had formed a plan for Reception and KS1 to work differently to KS2. KS2 were given a five-week block of work with ordered tasks and exercise books and assessments tests with an overview of how to do this. The KS1 work was not as formal. The work is beginning to fall into a pattern and now on a Friday KS1 and Reception have a letter from Mrs Dornan with activities and KS2 have an email with tasks to do. For families without access to a computer work has been printed out. All staff have been working extremely hard to prepare the work and to respond to messages from the children and their parents. Some support has been given at the school gate where parents have needed this.

The Headteacher and other staff have been in contact with all parents to elicit views on returning to school in June. The Headteacher has begun work on around 16 protocols to allow the children and staff to return in safety should the school re-open in June. She was also in contact with other schools locally.

Parents have generally been very supportive and understanding regarding the work sent home and contact with the school. It has been very difficult to understand the correct level of work to provide as each family has different circumstances. There have been suggestions from some parents that lessons could take place over Zoom but this platform is not regarded as robust from a safety aspect and the teachers are also not trained to work in this way. Mr Tiel said that if the school closure continued, the school may have to look at providing remote education over a safe platform.

The parent governors commented that they have good days and bad days in engaging their children in learning but the timetable has been useful, the text books good and there has been enough information and work sheets. The Headteacher said that all the staff were aware of the difficulties with home schooling and that it was important that the children did not feel stressed. Mrs Dornan had begun a Lockdown Memory Wall and children were sending in work to be included.

For future plans for the staged return. The Headteacher said that she had planned for the children to be in three 'bubbles' to avoid cross-contact between the groups. Children would be dropped off at different times and Friday afternoon would be kept clear for a deep clean of the classrooms. Work would be done outside where possible. Year 6 pupils were keen to come back to school but there were a few concerns with Reception and KS1. The Headteacher would be taking part in a video call for small schools with the County Council.

Dr Bath asked if more hours or assistance was needed with the cleaning and the Headteacher said this would be kept under consideration,

Mr Bateson advised that a record be kept of any training for staff or pupils on the new protocols for the re-opening. He was assured that the emergency plan already in place had procedures for dealing with a suspected case of Covid-19. The Chair thanked the Head for explaining the actions so fully and asked that all the staff be formally thanked for all their hard work during this crisis.

GB/25/20 Update on appraisal process for headteacher and staff

Dr Bath had spoken with the LA and requested assistance regarding an external appraiser for the Head Teacher. As yet no name had been put forward.

GB/26/20 Information from the Corporate Director for consideration and action:

Improving Educational Opportunities for All – A report on the County Council's Strategy which suggested 5 actions for governors.

Nottinghamshire's Special Educational Needs and Disabilities Policy (2020-2023) – A Policy which had been developed following extensive public consultation, again giving 5 actions for governors.

The document is to be passed to the lead for SEN pupils to ensure the school policy is compliant.

Both of the above documents are available on GovernorHub

The Headteacher reported that the RSHE curriculum preparation for the autumn term is in hand and will be in line with other Rushcliffe schools.

GB/29/20 Communication

From chair – Nothing to bring to the meeting.

From headteacher – Nothing to bring to the meeting.

From clerk – Items from the April 2020 Newsletter, including:

- Information from Governor Services on support available for schools and governing bodies during the Coronavirus lockdown.
- Key issues which governors should be considering during the partial closure
- Tips for chairing a virtual meeting
- Governing body membership guidance
- Information on support available from the Nottinghamshire Association of Governors and a request for nominations for their annual awards
- Ofsted expectations regarding Safeguarding – a reminder that all governors should have read part one of Keeping Children Safe in Education 2019 and that this has been recorded
- An engagement model – An assessment tool for pupils working below the standard of national curriculum
- Governor training update.

Full details are available on the newsletter in Governor Hub with links to further information.

GB/30/20 Approval of in-service training days

The Governing Body **APPROVED** the in-set days for 2020/2021

GB/31/20 Governor monitoring visits

A planned visit to modern foreign language (MFL: French) had had to be postponed.

GB/32/20 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account
The Chair had undertaken a review of the impact of the governing body and has aligned the governor support activities with the SIP.

AB

A document had been previously circulated setting out future actions, as follows:

- Rescheduling and higher frequency of link governor visits especially in key curriculum areas
- Putting more effort into setting the Head's appraisal objectives to link with the SIP
- Carrying out the SIP task that 'each governor should commit to a minimum of one monitoring opportunity per year per subject'
- Participation of governors in work scrutiny of curriculum areas, to better understand how best practice is being adopted in the SIP
- Involvement of the safeguarding governor with staff to support a proactive focus on mental well-being of pupils and staff
- Strategic collaboration with the Headteacher to achieve a long-term integration of the SIP with the management of the school, including budgeting and allocation of resources to priority areas of the SIP

GB/33/20 Confirmation of dates for 2020 - 2021

The governing body

agreed

Autumn term 2020 – Wednesday 30th September 2020

Spring term 2021 – Wednesday 3rd February 2021

Summer term 2021 – Wednesday 12th May 2021

GB/34/20 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 5.50 pm.

Signed  (chair)

Date 30th September, 2020

