

MINUTES OF THE FULL GOVERNING BODY MEETING OF GOOSTREY COMMUNITY PRIMARY SCHOOL Part One Non-Confidential		
Date:	Thursday 26th March 2020 at 6:00 pm	
Venue:	Virtual Meeting held via Microsoft Teams	
Present	Lyndsey Atkins (LA)	Head teacher
	Rebecca Cowell (RC)	Deputy Head teacher
	Linda Flint (LF)	Staff Governor
	Jacqui Schurer-Lewis (JS-L)	Co-opted Governor
	Tracey Goodwin (TG)	Chair Co-opted Governor
	Joanne Napier (JN)	Parent Governor
	Anne-Louise Warren (AW)	Parent Governor
	Rob Northwood (RN)	LA Governor
	Yvonne Lawson (YL)	Co-opted Governor
	Sarah Boardman (SB)	Parent Governor
	Kevin Few (KF)	Parent Governor
	Leah Hamilton (LH)	Parent Governor
Also in attendance	Sue Pomeroy	Clerk to Governors

Due to current circumstances around Covid-19 and social distancing, and the national closure of schools, this meeting was held virtually.

Agenda item 1	APOLOGIES AND AOB ITEMS
Discussion:	<ul style="list-style-type: none"> • Governors agreed that the apologies received from Alex Thompson be accepted. • Governors agreed to discuss the following items of any other business under agenda item 14: Chair of governors' position 2020-21 Covid-19 update

Agenda item 2	CONFLICT OF INTEREST
Discussion:	There were no conflicts of interest declared with the business to be discussed at the meeting.

Agenda item 3	MEMBERSHIP
Discussion:	<ol style="list-style-type: none"> a) There were no changes to receive to the membership of the board of governors. b) There is currently one vacancy on the governing board for a co-opted governor. It was noted that a governor with HR skills would be a valuable addition to the board. This item was deferred until the next meeting of the governing board. c) There are no terms of office due to expire before the next meeting. d) No new governors have been appointed. e) JS-L confirmed that Section 128 checks have been carried out for all governors and that the SCR is up to date. f) There are no associate governors appointed to the governing board.

Agenda item 4	PART ONE MINUTES AND MATTERS ARISING
Discussion:	The minutes from the FGB meeting held on 21 st November 2019 were confirmed as a correct record. The chair will sign the minutes on her next visit to school. Governors reviewed the actions from the previous meeting and the following matters arising were discussed:
ACTION	TG to sign the part 1 FGB minutes dated 21.11.19 and provide to the school for retention.

Agenda item 5	CHAIR'S ACTION
Discussion:	The chair confirmed that the following action had been taken on the board's behalf relating to part one business since the last meeting of the full board of governors: <ul style="list-style-type: none"> • Approval of the cleaning contract. This was discussed at the Finance and Premises Committee on 05.03.20.

Agenda item 6	PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES
Discussion:	<p>a) The minutes from the following committees were circulated to governors prior to the meeting via Governor Hub:</p> <p>Personnel and Curriculum Committee 06.02.2020 Finance and Premises Committee 05.03.2020 Governors noted the minutes.</p> <p>b) There were no other reports to receive from committees. c) There were no recommendations requiring the approval of the board of governors. d) There were no reports to receive from governors with special responsibilities.</p>

Agenda item 7	FINANCIAL MATTERS
Discussion:	<p>a) The draft budget was circulated via Governor Hub prior to the meeting.</p> <p>Q. Is the school expecting any changes to the figures presented? R. No. The budget figures are accurate at the present time. Some re-adjustments may be necessary as the situation around Covid-19 and school closures progresses.</p> <p>Q. Is the school expecting that it will be necessary to furlough teaching assistants? R. No, funding is already in the budget for teaching assistant salaries. The school is following HR advice and teaching assistants will continue to work a reduced timetable and to receive their salary.</p> <p>Governors noted that the staffing structure will remain the same in 2020-21.</p> <p>Governors approved the draft budget for 2020-21.</p>

	<p>b) Governors approved the SFVS and noted that the date for submission has been extended until 24.04.20. JS-L thanked the governors who had formed a working party to complete the SFVS.</p> <p>c) Governors approved the Manual of Internal Financial Procedures (MOIFP). JS-L informed governors that there were few changes required to the MOIFP. Governors noted that the contents page needs to be amended.</p>
ACTION	JS-L to amend the contents page of the MOIFP.

Agenda item 11	PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING
Discussion:	<p>The headteacher's report was circulated prior to the meeting and contained the following items:</p> <ul style="list-style-type: none"> • Class organisation • Numbers on roll • Celebrations and Achievements • SDP 2019-20 • Achievement and Standards • Holmes Chapel and District Community Partnership (HCDCP) • Class Link governors • OFSTED • Pupil Voice • Safeguarding • Appraisal Update • Subject Leadership • Curriculum Reports to Governors <p>LA informed governors that the school is closed for normal teaching and learning, as instructed by the government as part of measures to deal with the Covid-19 situation. She thanked all the staff for their tremendous professionalism at such a difficult time and also extended her thanks to the parents and families of the school who have been very supportive and understanding of the actions taken.</p> <p>Q. Are the children able to access the Accelerated Reader programme from home? R. No, this is not possible.</p> <p>TG thanked LA for her report and also thanked teachers for their curriculum reports.</p>

Agenda item 9	STRATEGIC GOVERNANCE-ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2020-21
Discussion:	<p>a) The school will continue with its current committee structure and use of Governor Hub.</p> <p>b) It was agreed to buy back the services of the Cheshire East clerk for 2020-21.</p>

Agenda item 10	DIRECTOR'S REPORT-items 1,5,7,8,9,13
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Discussion:	<p>The clerk circulated the Director's spring term 2020 report prior to the meeting and governors noted the following items: Item 1 School Governance and Liaison Update Item 5 Admissions and Transport Item 7 Cheshire East Information, Advice and Support Service Item 8 OFSTED Action on "Stuck" Schools Item 9 Parentkind UK Survey Results Item 13 School Website Compliance</p> <p>KF informed governors that he reviewed the school website. He queried whether there is a link to the school's performance data. LA believes that this is on the front page of the website and will check and confirm with governors.</p> <p>It was confirmed that all other items were covered at committee meetings.</p>
ACTIONS	<ul style="list-style-type: none"> • LA to check that there is a link on the school website to the school's pupil performance information. • To appoint a governor to regularly check that the school website is compliant.

Agenda item 11	GOVERNOR MONITORING, TRAINING AND DEVELOPMENT
Discussion:	<p>a) This item was deferred until the next meeting of the board of governors. b) JS-L requested that the remaining governors return the skills audit. She will then analyse the return and update the MOIFP. It is anticipated that the skills audit will be stronger than last year's as there have been no new governors appointed and existing governors have attended relevant training. c) There were no governors' monitoring visit reports to receive at this meeting.</p>
ACTIONS	<ul style="list-style-type: none"> • Governors to return the skills audit to JS-L.

Agenda item 15	SCHOOL POLICIES
Discussion:	<p>The following policies were reviewed and approved by governors: a) Accessibility b) Looked After Children c) Missing Child</p> <p>LA explained that a comprehensive audit for accessibility was carried out and this informed the policy.</p>

Agenda item 16	MEETINGS						
Discussion:	<p>The meeting dates for 2019-20 were confirmed as follows:</p> <table border="1" data-bbox="446 1713 1484 1825"> <tr> <td>FGB</td> <td>Thursday 25th June, 2020</td> </tr> <tr> <td>Personnel and Curriculum</td> <td>Thursday 7th May, 2020</td> </tr> <tr> <td>Finance and Premises</td> <td>Thursday 21st May, 2020</td> </tr> </table> <p>All meetings to start at 6:00 pm. It was proposed to hold future meetings via Zoom if the government restrictions on face to face meetings are still in force.</p>	FGB	Thursday 25 th June, 2020	Personnel and Curriculum	Thursday 7 th May, 2020	Finance and Premises	Thursday 21 st May, 2020
FGB	Thursday 25 th June, 2020						
Personnel and Curriculum	Thursday 7 th May, 2020						
Finance and Premises	Thursday 21 st May, 2020						
ACTION	<ul style="list-style-type: none"> • TG to set up a Zoom meeting. • Governors to ensure they can access Zoom. 						

Agenda item 17	ANY OTHER BUSINESS
Discussion:	<ul style="list-style-type: none"> • Chair of governors' position 2020-21 TG agreed to continue in the role of chair of governors during the academic year 2020-21. Formal nominations will be received in the summer term 2020 FGB meeting for the election to be held in the autumn term 2020. • Covid-19 update LA informed governors that the school is closed until further notice for normal teaching and learning in accordance with the government directive. A skeleton staff is on site and staff have been asked to work one day per week. LA reported that staff are happy with the arrangements. LA and JSL are in school every day. <p>Q. How many children are attending under the special arrangements for vulnerable children and the children of key workers? R. There are very few; the school had three children on the first day of the closure (23.03.20) and none since. There are some children due to attend next week.</p> <p>Q. Does the school have any vulnerable children it needs to make arrangements for? R. There are no children in school with social care involvement. Two children have EHCP's; one is in self isolation and the parents of the second do not want the child to be in school. The school has carried out a risk assessment and concluded that it is safe for this child to be at home. SB telephoned school to discuss health and safety and safeguarding arrangements with LA.</p>
Agenda item 18	IMPACT STATEMENT
Discussion:	<p>Governors helped to move the school forward in the following ways:</p> <ul style="list-style-type: none"> • Governors approved the draft budget and ensured that the school is in a healthy financial position. • Governors ensured that the SFVS has been completed and approved it for submission. • Governors ensured that arrangements have been made to ensure that pupils are safe and secure during this period of school closure.

..... **Chair**

..... **Date**