

MINUTES
OF THE FULL GOVERNING BODY MEETING OF
GOOSTREY COMMUNITY PRIMARY SCHOOL
Part One Non-Confidential

Date:	Thursday 25 th June 2020 at 6:00 pm	
Venue:	Goostrey Village Hall	
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-left at 7:30 pm
	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
	Alex Thompson (AT)	Co-opted Governor-joined remotely
	Leah Hamilton (LH)	Parent Governor
Also in attendance	Sue Pomeroy	Clerk to Governors

Agenda item 1	APOLOGIES AND AOB ITEMS
Discussion:	<ul style="list-style-type: none"> • Governors agreed that the apologies received from Kevin Few be accepted. • Governors agreed to discuss the following item of any other business under agenda item 18: After- School Club

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	COVID-19 INFORMATION/IMPACT
Discussion:	The headteacher informed governors that this item would be covered under agenda item 9: Headteacher's Report.

Agenda item 4	CHAIR'S ACTION
Discussion:	<p>The Chair informed governors that no action has been taken on behalf of the board of governors since the last full board of governors meeting. With regards to the Covid-19 situation, the board of governors had decided to follow guidance issued by Cheshire East in regard to the wider phased re-opening of the school.</p> <p>Governors raised the issue of a letter by Year 6 parents to the Director of Education at Cheshire East, expressing disappointment at the Local Authority's decision to delay the re-opening of schools until 15th June 2020. The letter was subsequently published in a local newspaper. The school had initially prepared</p>

	<p>to re-open on 1st June 2020 in accordance with government guidelines and changed its plans to align with the Cheshire East position.</p> <p><i>SB arrived at 6:25 pm.</i></p> <p>Governors raised their concern that some governors had supported and endorsed the letter sent to the Director of Education at Cheshire East and questioned whether this was in accordance with the Governors' Code of Conduct. Those governors that supported the letter clarified that the letter was not intended to cause any embarrassment to the headteacher, staff or to the school in general. They apologised for any such embarrassment caused and acknowledged, with hindsight, that it would have been advisable to discuss the letter with the headteacher before it was sent to the Director of Education.</p> <p>Governors referred to the Governors' Code of Conduct which states that governors should act in the best interests of the school as a whole and not as representatives of a particular group and that they should uphold majority decisions taken by the board. Given that the board had decided to follow guidance from Cheshire East in all matters relating to Covid-19, some governors questioned if governors should have been associated with the letter from parents.</p> <p>Governors were informed that the letter resulted because Year 6 children were looking forward to returning to school and parents felt they had been let down by the Local Authority. Also, Year 6 parents believed that the school should have been able to decide when to admit different groups of pupils because all the relevant risk assessments were completed, and the school was well-prepared to admit Year 6 children before the date of 29th June 2020 stipulated by Cheshire East. Those governors who supported sending the letter clarified that they had acted in their personal capacity, rather than as governors.</p> <p>It was agreed that situations sometimes could arise where governors may find that they have a conflict of interest and that it would be beneficial to review the Governors' Code of Conduct in detail at the autumn term 2020 meeting of the full board of governors to ensure that the whole governing board has ownership of it.</p> <p>Governors also considered the importance of ensuring good communication between the school and the board and agreed to establish a governors' "what's app" group to aid communication. This will be used to alert governors to important information on other platforms such as Governor Hub.</p>
ACTION	<ul style="list-style-type: none"> • To review the Governors' Code of Conduct in the autumn term 2020. • To produce a policy on the appropriate use of a governors' what's app group.

Agenda item 5	MEMBERSHIP
Discussion:	<p>a) There were no changes to receive to the membership of the board of governors.</p> <p>b) There is currently one vacancy on the board for a co-opted governor.</p> <p>c) Governors noted the following terms of office which are due to expire before the next meeting: Tracey Goodwin 14.09.20 Co-opted Governor</p>

	<p>Anne-Louise Warren 02.10.20 Parent Governor Linda Flint 31.08.20 Staff Governor</p> <p>TG indicated her willingness to stand again for re-appointment and to continue in the role of Chair of Governors for one more year until the autumn term 2021. She left the meeting to allow governors to discuss her re-appointment. Governors stated that TG has been excellent in the role of Chair and her offer to continue for one more year would provide continuity to the school in the current Covid-19 situation and through a possible OFSTED inspection in 2020-21.</p> <p>Following a vote, governors agreed to re-appoint TG as a co-opted governor for a further period of four years with effect from 14.09.20. TG returned to the meeting and was informed of the governors' decision.</p> <p>Governors discussed the issue of succession planning for the role of Chair of Governors. SB plans to shadow TG during the forthcoming academic year to enable her to take on the role of Chair in the future. As she is currently a Parent Governor whose term of office ends on 15.10.21, it was suggested that she resign as a Parent Governor and be appointed to the board to fill the Co-opted governor vacancy to provide continuity. SB resigned from her position as a Parent Governor and left the meeting to allow governors to discuss her appointment as a Co-opted Governor.</p> <p>Following a vote, governors agreed to appoint SB as a co-opted governor for a period of four years with effect from 25.06.20.</p> <p>The school now has 2 vacancies for Parent Governors and will run elections in the autumn term 2020. AW indicated her willingness to stand again for re-election.</p> <p>The school will also hold an election for a Staff Governor in the summer term 2020. LF indicated her willingness to stand again for re-election.</p> <p>d) The school will ensure that governor details are updated on the national database of governors on GIAS e) There are no associate members appointed to the board.</p>
ACTION	<ul style="list-style-type: none"> • To hold a Staff Governor election in the summer term 2020. • To hold Parent Governor elections in the autumn term 2020 for 2 positions.

Agenda item 6	PART ONE MINUTES AND MATTERS ARISING
Discussion:	<p>The minutes from the FGB meeting held on 26th March 2020 were confirmed as a correct record, signed by the chair and retained by the school. Governors reviewed the actions from the previous meeting and the following matters arising were discussed:</p> <ul style="list-style-type: none"> • Some governors still need to complete the skills audit. • RN agreed to take on the role of monitoring the school website. <p>It was confirmed that all other actions were met and closed as appropriate.</p>
ACTION	<ul style="list-style-type: none"> • JS-L to send a reminder to governors to complete the skills audit.

	<ul style="list-style-type: none"> • RN to audit the school website and report back to governors at the autumn term 2020 FGB meeting.
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Agenda item 7	PART ONE MINUTES AND REPORTS FROM COMMITTEES
Discussion:	There were no reports to receive from committees due to the Covid-19 situation.

Agenda item 8	FINANCIAL MATTERS
Discussion:	<p>a) Budget papers were circulated to governors prior to the meeting via Governor Hub. The School Business Manger (JS-L) highlighted the following points to governors:</p> <ul style="list-style-type: none"> • The school was able to set a balanced budget but there are many uncertainties over the coming months which may impact the financial position of the school. • The school has a carry forward of £83,139 at the end of 2019-20 and is predicting an in-year shortfall of £5,471 during 2020-21, resulting in a projected carry forward of £77,668 at the end of 2020-21. • It will be necessary to examine the budget in greater detail during the autumn term 2020. • The DfE has issued guidance today on claiming for Covid-19 related costs. The school will still have a balanced budget if it is ineligible to claim for any such costs. • The staffing structure remains unchanged from 2019-20. • The deadline for capital funding bids has been extended and the school will submit an energy efficiency bid for LED lighting on 29.06.20. • A 2% pay increase for support staff has been assumed in the budget figures. It should be noted that trade unions are asking for a 2.75% increase. <p>Q. Does the school have nay information on catch up funding? R. Information is expected next week from the DfE on this matter.</p> <p>Q. What is the position on Free School Meals over the summer holiday 2020? R. An online voucher scheme is in operation.</p> <p>Q. Are Premier Sports still in operation? R. Yes, they furloughed staff and are now working in school again.</p> <p>Q. Are measures in place to allow Premier Sports to operate safely in school? R. Yes, risk assessments have been completed and submitted to Cheshire East. They are working on outdoor activities with the children and the staff can maintain social distancing.</p> <p>Q. Do they provide value for money? R. Yes.</p> <p>Governors approved the final budget to be submitted to Cheshire East by 30.06.20.</p> <p>b) Governors approved the staffing structure for 2020-21.</p> <p>c) Annual contracts are monitored regularly by the School Business Mnager.</p>

	<p>d) The school has retained the same services via the ChESS buy back as in 2019-20. Broadband provision is currently via Cheshire East but the school is considering another option through the Schools Broadband Rural Project.</p> <p>e) The School Fund audit is on hold due to the Covid-19 situation.</p>
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Agenda item 9	PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING
Discussion:	<p>The headteacher's report was circulated prior to the meeting via Governor Hub and contained the following items:</p> <ul style="list-style-type: none"> • Current position • Numbers to date • Staffing • Appraisal Update • School Partner Visit • Curriculum Report to Governors • Director's Report • Safeguarding Duties • Health and Safety • Headteacher and staff Well-being • SDP <p>The headteacher informed governors that the opening section of her report is a heartfelt response to the unprecedented Covid-19 situation and a recognition that everyone has experienced and reacted to this situation in their own unique way. The school has endeavoured to understand the needs of families and staff at this time.</p> <p>The headteacher highlighted the following matters to governors from her report:</p> <ul style="list-style-type: none"> • Cheshire East announced last week that schools have the autonomy to decide whether to re-open school to wider groups of children. The school has facilitated the return of children in all year groups by offering twilight sessions. Two "bubbles" of children per year group have been created and they will receive two twilight sessions. The relevant risk assessments have been completed. This is more than parents expected and has been well-received. <p>Q. What kind of activities will the children be offered at these sessions?</p> <p>R. The focus will be on transition and well-being. One session will have a learning focus and the other will involve a transition style activity to pass on to the teacher. These sessions will provide opportunities for the children to see each other and prepare for returning to school in September 2020.</p> <ul style="list-style-type: none"> • Parents have generally been very supportive of the school and its approach during this difficult time. • The numbers of children in school are as follows: Reception - 22 Year 1- 19 Year 6-31 Key Workers-12/13 <p>Q. What is the maximum number of Key Worker children on roll?</p>

Initially there were 16. The definition has changed and there are now up to 30. Some of these children are now accommodated in their Year group bubble.

Q. Can the school accommodate a further bubble if necessary?

R. Yes, there is one spare classroom available.

- The DfE announced yesterday that there is no requirement to maintain social distancing between primary school pupils in the classroom. This is not what the school previously understood. Distancing should be maintained between adults and children and between adults. It has been challenging for the school to keep up to date with constantly changing advice and guidance.
- The school is expecting to admit all children back into school as normal in September 2020.
- The SIP and the headteacher's performance management panel will meet in October 2020.
- Teacher appraisal reviews are underway. LA will review the targets and ask teachers to consider how they have maintained teachers' standards under the Covid-19 conditions. There are no concerns around teacher performance and LA requested that teachers receive their pay increases in October 2020, earlier than usual, in recognition of their hard work. Governors **approved** this proposal.

The headteacher invited RC to update governors on curriculum developments:
Remote learning

- Teachers are communicating with those children and families in Reception and Year 1 who have not returned to school.
- Daily tasks are now being set for Year 2 children instead of weekly ones.
- Online activities from the White Rose Maths scheme are being utilised throughout the school. The scheme offers a progressive approach and has allowed new learning to be introduced without the teacher's input.
- BBC resources are also being used.
- For the year groups who are not returning to school, twilight sessions are being offered. Some catch up and transition activities will be offered at these catch up sessions.
- The school is holding parent/child meetings in school for those children who are not returning to school in the summer term 2020. The meetings last for 15 minutes and are held at quiet times in the school day.
- Remote learning is emphasised in the school newsletter and is particularly important for those children who are not returning to school. Some parents are finding it difficult to maintain their children's enthusiasm and motivation to complete the remote activities.
- Drop in sessions have been offered for children who need support with the remote learning activities.
- Google sessions have commenced, and the use of Google Meet will be developed. The school was expecting that the children would return on a rota basis in September 2020 and the use of technology to support learning would then have been especially important.

Governors agreed to move to agenda item 18 (Any Other Business) at this point to allow the School Business Manager to leave the meeting following her input.

- The headteacher thanked AW for her governor monitoring report on remote learning in Year 3.

	<ul style="list-style-type: none"> • The health and safety link governor continued to visit school regularly to monitor and discuss issues. • The SEND link governor has been in contact with the SENCO. It will be important to consider the needs of those children who may require extra support to return to school. <p>Q. Has external support for vulnerable children continued to operate during the Covid-19 situation?</p> <p>R. Yes, support from agencies such as social care, Visyon and CAMHS has been available throughout. The family support worker operates as part of the local cluster of schools. Additional hours will be required as more children have been categorised as vulnerable recently. An application for lottery funding relating to Covid-19 has been submitted and small pots of funding have also been secured from providers such as Tesco and the Co-op. Needs must be identified, and evidence provided to support grant applications. AT offered to share funding information with TG.</p> <p>Q. Does the school have any details of how to access catch up funding from the government?</p> <p>R. The school is awaiting clarification on how this funding can be used.</p> <ul style="list-style-type: none"> • The school is pleased to be able to offer all children some time in school prior to the summer holiday 2020. The children will be well-prepared for the autumn term and the school will be able to deal with any well-being issues. • An update on the SDP priorities is provided in the report. • The headteacher's appraisal targets are included in the report for information. • Teachers have been offered two half days' non-contact time in recognition of their extra work in providing the twilight sessions for pupils. <p>Governors thanked the teachers for their hard work and commitment. They have responded to the needs of the children and have ensured that the majority of pupils have remained engaged, focussed and motivated throughout the period of school closure.</p> <p>The headteacher commented that she has been well supported throughout this time by the governors and that the excellent team of staff has protected her well-being.</p> <p>The Chair thanked the headteacher for her report.</p>
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Agenda item 10	GOVERNANCE STATEMENT
Discussion:	Governors approved the annual governance statement.

Agenda item 11	DIRECTOR'S REPORT
Discussion:	<p>The Director's summer term 2020 report was circulated prior to the meeting and contained the following items:</p> <ol style="list-style-type: none"> 1. School Governance and Liaison Update 2. Data Collection: Maintained Schools and Academy Trusts 3. Governing in Challenging Circumstances

	<ol style="list-style-type: none"> 4. Monitoring During the Coronavirus 5. Completion of the NQT Induction Year in the Context of Covid-19:Contingency Arrangements 6. NGA and OFSTED Joint Research Project on the Impact of CV19 on Governance 7. Child Protection and Safeguarding Policy COVID-19 Addendum 8. Compulsory “Relationships” (primary) and “Relationships and Sex”(secondary) Education 9. Schools Audit Programme 2019-20-Summary of Findings 10. Updated Education HR Policies 11. Update on Covid 19 Funding Guidance <p>The clerk highlighted items 1,2,3,5,6,9,10 and11 to governors. In relation to item 5, it was noted that the NQT is unable to complete this term and the assessment period will continue until October 2020. Items 4,7 and 8 were covered in the headteacher’s report.</p>
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Agenda item 12	SCHOOL POLICIES
Discussion:	<p>The following policies were reviewed and approved by governors:</p> <ul style="list-style-type: none"> • Relationships and Sex Education Policy (RSE) • Behaviour with Covid 19 update • Data Protection <p><u>Relationships and Sex Education Policy</u> Governors asked for clarification on the wording relating to withdrawing children from lessons.</p> <p>Q. Have parents been consulted on the RSE Policy? R. The policy will be shared with parents before the end of the summer term 2020 and the headteacher will share any feedback on the policy with governors.</p> <p>The headteacher informed governors that, although the government has deferred implementation of the RSE Policy, the school has decided to implement it from September 2020 as originally planned. The “No Outsiders” scheme will be used, and the curriculum will be taught through the stories included in the scheme. The policy makes it clear that the only sex education taught in school is for Year 6 children and is delivered by the school nurse. The school is pleased to be able to offer this provision for the current Year 6 pupils.</p> <p><u>Behaviour Policy</u> Governors asked for details of the safeguarding telephone to be included.</p> <p><u>Data Protection Policy</u> Governors clarified that this policy is reviewed annually and does not need to be presented to full governors.</p>
ACTIONS	LA to make the suggested amendments to the policies.

Agenda item 13	PLANNED RESIDENTIAL VISITS
Discussion:	The planned Year 5 residential visit to Burwardsley in the autumn term 2020 is still scheduled to go ahead. The school will follow guidance from Cheshire East on whether the visit should proceed. The school is aware that some

	<p>parents may not want their children to participate in the visit and there will be a point where the visit becomes financially unviable. The venue is small, and the school will be the only one in attendance. Many of the activities take place outdoors. The school will continue to plan for the visit and will cancel if necessary.</p> <p>Governors approved the visit, subject to the necessary risk assessments and current guidance on Covid-19 being considered.</p> <p>The headteacher explained that the visit must be approved through the Evolve system and it will not be approved if there are any concerns.</p>
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Agenda item 14	NOMINATIONS FOR CHAIR
Discussion:	Governors agreed to take nominations for Chair at the autumn term 2020 FGB meeting.
Agenda item 15	NOMINATIONS FOR VICE-CHAIR
Discussion:	Governors agreed to take nominations for Vice-Chair at the autumn term 2020 FGB meeting.

Agenda item 16	CONFIRM TERM DATES FOR 2021-22
Discussion:	The headteacher informed governors that term dates for 2021-22 have been discussed with the High School and draft dates agreed Governors confirmed that they agree for the school to align with the High School term dates.

Agenda item 17	MEETINGS
Discussion:	<p>The dates of the meetings of the full board of governors for 2020-21 are as follows:</p> <p>Thursday 19th November 2020 Thursday 25th March 2021 Thursday 24th June 2021</p> <p>All meetings to take place at 6:00pm.</p>

Agenda item 18	ANY OTHER BUSINESS
Discussion:	<p><u>After School club</u></p> <p>The School Business Manager provided an update to governors:</p> <ul style="list-style-type: none"> • The present provider of the After-School provision, Superkids, is ceasing to operate. • Enquiries have been made into alternative providers. • One company, owned by a parent at the school, has expressed an interest in taking over from Superkids. The existing staff would be retained, and their terms of employment would be mirrored. • An extended services licence agreement has been prepared. • The after-school club provides a small income to the school; the provision is more important than the income as the service is needed by some families.

	<p>Q. Is this company proposing to operate only at this school? R. Initially they would offer after school provision just at this school.</p> <p>Q. Will the school be able to terminate the agreement if it is not satisfied with the provision? R. Termination clauses will be set out in the agreement.</p> <p>Q. Does this option present any risks to the school? R. The existing staff will be retained, and this is important for continuity for the children. The owner will regularly be on site in school.</p> <p>Q. Is there an alternative provider to consider? R. Yes, an after-school sports provide has also contacted has contacted the school.</p> <p>Q. Would it be possible to also offer a breakfast club in the future? R. The school will review the after-school provision before making any decisions on providing a breakfast club.</p> <p>Q. Does the school need to go out to tender on this matter? R. No, this does not meet the financial limits. The main concern is that there is not much time to make alternative arrangements for September 2020.</p> <p>Governors agreed for the School Business Manger to continue discussions with the after-school provider and to share the details of the contract with SB.</p> <p><i>JS-L left the meeting at 7:30 pm.</i></p> <p>Governors returned to item 9 on the agenda.</p>
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Agenda item 19	IMPACT STATEMENT
Discussion:	<p>Governors moved the school forward in the following ways during this meeting:</p> <ul style="list-style-type: none"> • Acknowledged the hard work of all the staff. • Affirmed the school's commitment to all children, ensuring that they will all receive some time in school during the summer term 2020. • Committed to reviewing the governors' charter to ensure a common understanding. • Ensured that the school is monitoring its vulnerable children. • Approved the budget. • Ensured that the school is well prepared to admit all children in September 2020.

..... **Chair**

..... **Date**