



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF MANOR PARK
PRIMARY SCHOOL AND NURSERY
HELD VIRTUALLY ON 21ST JANUARY 2021**

Governors Present:	Mr G. Mason	GM	Chair-until item 4 Headteacher
	Mr. S. Cotterill	SC	
	Mrs. L. Dalzell	LD	
	Miss E. Holden	EH	
	Mr P. Jones	PJ	
	Mr. L. Williams	CLW	Chair-from item 4
	Mr R. Woollam	RW	
	Mrs J. Hopkinson	JH	
	Mr P. Deakin	PD	
	Mrs S. Jeffery	SJ	from item 3
Ms J. Nichols	JN	from item 3	
Also in attendance:	Mrs. S. Pomeroy	Clerk to Governors	

PART ONE - NON- CONFIDENTIAL BUSINESS

1. APOLOGIES AND AOB ITEMS

There were no apologies to receive; all governors were present at the meeting.

2. CONFLICT OF INTEREST

GM informed governors that he has been appointed as a Trustee of Cheshire Academies Trust (CAT).

There were no conflicts of interest to declare with the business to be discussed at the meeting.

3. MEMBERSHIP

- a) It was noted that Stewart Gardiner resigned as LA governor on 21.12.20.
- b) GM confirmed his resignation as a co-opted governor, with effect from 22.01.21.
- c) The board reviewed its constitution as a Local Governing Board, following conversion to academy status on 01.01.21. The maximum size of the LGB specified

by CAT is 12 governors. The following new appointments were approved by governors:

Julie Nichols	Co-opted governor	21.01.21-20.01.25
Sarah Jeffery	Staff Governor	21.01.21-20.01.25

The clerk informed governors that, since conversion to academy status, there is no governor information published on the Get Information About Schools (GIAS) website. The clerk will contact CAT to clarify who is responsible for updating this information.

ACTION

4. ELECTION OF CHAIR

GM had informed governors of his intention to resign as Chair of Governors with effect from 21.01.21, at the previous meeting of the full board of governors held on 08.12.20.

The following nomination for the position of Chair had been received:
Lee Williams

Governors agreed that the term of office should be for one year.

Following a vote, Lee Williams was duly elected and appointed as Chair of Governors for a term of one year, or until the first LGB meeting of the spring term 2022.

LW chaired the meeting from this point.

5. PART ONE MINUTES AND MATTERS ARISING

- a) The part one minutes of the governing board meeting held on 8th December 2020 were confirmed as a correct record. The Chair will sign a copy of the minutes and provide to the school for retention. **ACTION**
- b) The Action Log was reviewed and the following matters arising were discussed:
 - A press release on academy conversion has been drafted and forwarded to the local newspaper but has yet to be published.
 - The action to arrange a monitoring visit with LD and RW is carried forward.
 - GM will remind the training officer at CAT to contact RW.
 - LD and PJ will complete their governor monitoring report.
 - The asset register is in the process of being converted to a new format required by CAT and will be presented at the March 2021 LGB meeting.

It was confirmed that all other actions were met and closed as appropriate.

6. CHAIR'S ACTION

GM informed governors that, in his role as Chair, he met with the CEO at CAT to share his views on the school and to discuss its achievements and challenges.

He confirmed that no further action had been taken on behalf of the governing board since the last meeting.

7. COVID-19 UPDATE

The Headteacher circulated a report via Governor Hub prior to the meeting to address this agenda item.

He informed governors that the Covid-19 pandemic has had a significant impact on the school and has presented significant challenges to all members of the school community.

Safeguarding

- The Risk Assessment has been updated and circulated to governors.
- There are systems in place to ensure that contact is maintained with those vulnerable children who are not attending school.
- The school is liaising with all the social workers involved in supporting families.
- There have been no safeguarding issues related to remote learning.

Key Workers and Vulnerable children

- The numbers of children attending school are higher than in the previous lockdown.
- On average, 70 children are attending school each day.
- The school has widened the definition of vulnerable children to include those at risk academically and has invited more children to attend school. There is a focus on the younger children to ensure that they acquire the basic skills in Reading, phonics and Maths.

Remote learning provision

- The headteacher confirmed that the schools' strategy for remote learning provision has been published on the school website.
- The school is pleased with its offer and was able to move quickly to implement the provision when the government announced the partial closure of schools.
- Teachers are delivering three recorded lessons per day.
- Power Maths books have been issued to the children who are learning at home, along with a new English book.
- Teachers are contacting pupils by telephone each week.
- Remote live social gatherings will be trialled, initially with Key Stage 2 children.
- The response from parents has been positive; they like the structure provided by the lessons and appreciate the guidance on how to support their children.

Q. Would it be possible for teachers to provide extra challenge for the more able children in the remote lessons?

R. This is difficult to achieve in the recorded lessons and there is limited capacity within the teaching staff to offer this. Teachers are delivering live lessons to those children in school each morning for 2.5 hours and then planning and recording lessons for those children learning at home. The school is trying to maintain the balance between its offer to those children attending school and those learning remotely.

Q. How can teachers assess what the children are learning in the remote lessons?

R. This is more difficult in a recorded lesson than in a live lesson. The phone calls home could include more of a focus on academic issues.

Q. Is it possible for the school to deliver a lesson simultaneously to those children in school and those learning at home?

R. The school made a decision to record lessons as they are easier for the community to access.

Q. Some schools are asking parents to submit their children's work via an online platform. Is this something the school would consider so that feedback can be provided to children?

R. Contact with parents is via the weekly phone calls. These initially were of a pastoral nature and the school will now move to an academic focus in the discussion with parents.

Q. Is the school able to monitor which children are accessing the recorded lessons?

R. This is monitored through discussion with parents as part of the weekly telephone calls.

Governors commented that there is an expectation in this national lockdown that children will be learning at home and that assessment is a vital part of the teaching and learning process. They discussed the challenges around how teachers can mark work and provide feedback to children. There are contamination and quarantine issues if books are swapped between the home environment and school. The Headteacher also commented that there is limited capacity for teachers to mark books alongside delivering live lessons in school and recording lessons for remote access. Staff well-being is an important issue at this time.

Governors agreed that a working party should be established to discuss the issue of assessment further. RW, SJ, PJ, CW and SC agreed to be involved in the group and SC will arrange the first meeting next week. **ACTION**

Staff and pupil well-being

- One member of staff is shielding.
- Staff are working very hard and the school is very mindful of their well-being and workload.

Q. Has the school received Lateral Flow Tests for staff?

R. Yes, the tests are in school and systems are in place for their administration.

Catch-up Premium

The Headteacher confirmed that the school has published a report on Catch-up Premium on its website.

8. FINANCE UPDATE

The SBM circulated a report to governors prior to the meeting via Governor Hub. She noted that the school is in a period of transition since converting to an academy; it is awaiting the final financial determination from Cheshire East and is in the process of aligning its systems with those of CAT. Standardised financial reports will be published by CAT going forward. The school is keeping spending to a minimum in this transition period.

The SBM informed governors that the boiler works are almost complete; a recent flood in the boiler room delayed completion.

9. SAFEGUARDING AND PASTORAL MATTERS

- a) Safeguarding was covered in the Headteacher's Report.
Items b) and c) were not discussed due to the partial closure of schools.

10. SSDP UPDATE

Items 11a) and c)

The Headteacher informed governors that there are no further updates to the SSDP since those reported at the previous meeting. He noted that a further priority has been added to develop the Nursery provision.

Q. How can the school continue to be strategic in the current Covid-19 pandemic?

R. The school is currently focussing on safeguarding, well-being and the curriculum. It is not possible to address some of the items on the SSDP.

Q. Have the restrictions on social distancing in school had an impact on staff well-being?

R. School is now a very different environment for the staff and the beginning of the spring term 2021 was very difficult. A staff survey will be carried out next week to assess staff well-being.

b) Priority 5-SEN report

The SENCO (SJ) circulated a report to governors prior to the meeting and she highlighted the following points to governors:

- The majority of children with SEN/D are in school. Initially all children with an EHCP were attending school but one, who has a history of poor attendance, is now learning at home.
- The school is aiming to reduce the impact of the lockdown on these children by ensuring that they attend school.

Q. Is the school able to track the progress of these children?

R. Yes. The Explorer Group is still in operation and daily Maths and English teaching is being delivered.

Q. Is the school continuing to submit requests for EHCP's?

R. Yes. Two more requests have been submitted and a further two children are going to consultation. The school is constantly looking to improve the provision for children with SEN/D.

11. SCHOOL PERFORMANCE

- a) Record of Visit from Steve Ellis (CEO of CAT)

The report was circulated to governors prior to the meeting. The Headteacher highlighted the following points:

- The meeting with the CEO of CAT was held remotely and was a robust, challenging conversation about the school.
- The SSDP was discussed in detail and how this aligns with the SEF. They have now been amalgamated into one document.
- The school is disappointed that there will be no statutory assessments again in 2021 as it was expecting strong results.

Governors commented that the school has specific priorities which may differ from those of the other schools in the Trust and that this should be recognised by CAT.

12. ACADEMY CONVERSION

- a) Governors noted receipt of the CAT Scheme of Delegation and Terms of Reference (2020) which are available on Governor Hub.
- b) Governors noted the CAT Governance Update.

13. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

- a) RW requested that governors complete the skills audit at the earliest opportunity. He informed governors that he applied for a CE course on Safeguarding which was fully booked. An alternative date is available in March 2021 and governors were encouraged to attend.
GM stated that he is discussing the co-ordination of governor training across the Trust.
The clerk informed governors that the Trust clerk is planning to offer training on LGB roles and responsibilities.
- b) There were no governor monitoring reports to receive.
CW commented that she has received information from CAT on GDPR to support her in this monitoring role.
JN was appointed as Finance link governor. The Headteacher will arrange a meeting with the SBM and JN in order for JN to deliver a report to the LGB at the next meeting in February 2021. **ACTION**
Governors were asked to consider taking on the role of SEN/D governor on a temporary basis in the summer term 2021 when JH is unavailable. **ACTION**

14. SCHOOL POLICIES

Remote Learning Policy

Governors commented that assessment and feedback are not covered in this policy. This will be considered by the working group set up to look at assessment and remote learning.

The Headteacher informed governors that work is underway to align all statutory policies with those of CAT. These will be approved at Trust level and shared with the LGB who will be responsible for monitoring their implementation. The Headteacher will arrange for policies to be shared with governors. **ACTION**

15. MEETINGS

The dates of the meetings of the full board of governors for 2020-21 were confirmed as below:

Spring term 2021

25th February 2021
25th March 2021

Summer term 2021

29th April 2021
27th May 2021
1st July 2021

16. ANY OTHER BUSINESS

Governors acknowledged the hard work of the staff and the fact that they are working under very difficult, challenging circumstances.

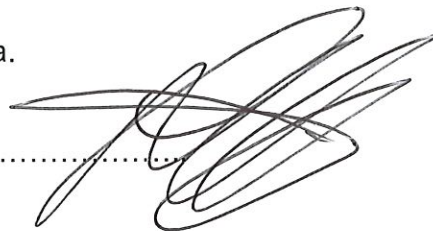
17. IMPACT STATEMENT

How has the Board of Governors helped move the school forward in this meeting?

- **Ensure clarity of vision, ethos and strategic direction;**
Governors challenged how the school can retain a strategic focus under the challenges and restrictions of the Covid-19 pandemic.
Governors discussed the report from the CEO at CAT.
- **Hold the Headteacher to account for the educational performance of the school;**
Governors challenged the arrangements for remote learning and assessment.
- **Promote the highest possible standards for Safeguarding;**
Governors received reports on safeguarding arrangements.

The meeting moved to the Part Two agenda.

Chair: C. Lee & Williams



Dated: 3/3/21