



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF MANOR PARK
PRIMARY SCHOOL AND NURSERY HELD VIRTUALLY ON 21ST MAY 2020**

Governors Present:	Mr G. Mason	GM	Chair Headteacher
	Mr. S. Cotterill	SC	
	Mrs. L. Dalzell	LD	
	Miss E. Holden	EH	
	Mr P. Jones	PJ	
	Mrs C. Walley	CW	
	Mr. L. Williams	CLW	
	Mrs J. Hopkinson	JH	
	Mr R. Woollam	RW	
Mr. P. Deakin	PD		

Also in attendance:	Mrs. S. Pomeroy	Clerk to Governors School Business Manager Deputy Headteacher, Associate member Associate member
	Mrs K. Crosland	
	Mrs S. Jeffery	
	Ms. J. Nichols	

This meeting was held via an online platform due to the national closure of schools and the government restrictions on face to face meetings.

PART ONE - NON- CONFIDENTIAL BUSINESS

1. APOLOGIES AND AOB ITEMS

Governors **agreed** that the apologies received from Stewart Gardiner be accepted.

There were no items of any other business tabled for discussion at the meeting.

2. CONFLICT OF INTEREST

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

3. CHAIR'S ACTION AND CORRESPONDENCE

GM informed governors that he has been involved in discussions with Janet Myers, chair of Cheshire Academies Trust board. A meeting of the chairs of the LGB's is

scheduled for 09.06.20. The Chair reported that no further action has been taken on behalf of the governing board since the last meeting.

4. MEMBERSHIP

- a) There were no changes to receive to the membership of the board of governors.
There are currently no vacancies on the board of governors.
- b) Paul Deakin's term of office as co-opted governor expires on 19.06.20. He indicated that he is willing to serve another term on the board. Governors agreed to appoint PD for a further term of 4 years as a co-opted governor from 20.06.20.
- c) The school will ensure that governor details are up to date on GIAS.

5. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the governing board meeting held on 23rd April 2020 were confirmed as a correct record. GM will sign a copy of the minutes and provide to the school for retention. **ACTION**

The Action Log was reviewed, and it was confirmed that all actions have been met and closed as appropriate.

6. FINANCIAL MATTERS

- a) The 3 year budget plan was circulated prior to the meeting via Governor Hub. KC highlighted the following financial matters to governors:
 - The school is in a healthy financial position and is carrying forward more than the 8% allowed for by Cheshire East.
 - The budget is based on a worst case scenario and there are many unknown factors relating to income streams and expenditure.
 - Additional costs have been incurred this year; an extra £7,000 for hygiene items, £1,500 for an asbestos survey in the kitchen and £2,000 for automatic fire door closures identified on a health and safety audit.
 - The school is required by Cheshire East to contribute £8,000 towards the cost of the kitchen refurbishment.

Q. Can the school claim to the DfE for the additional hygiene items relating to Covid-19?

R. The school is awaiting guidance from the DfE on how to make a claim for additional costs.

Q. Does the school have enough supplies of hand sanitiser and personal protective equipment?

R. The school estimates it has sufficient supplies until July 2020. Obtaining masks can be difficult.

Governors commented that it is important to obtain quality items at a reasonable price.

Q. Why is an asbestos survey required?

R. This has been requested by Cheshire East prior to work commencing on the kitchen refurbishment

Q. Has the contribution to the kitchen refurbishment been confirmed in writing with Cheshire East?

R. SC confirmed this arrangement verbally and then followed up via email. A contribution was always planned, and the school can sustain this amount from the carry forward.

Q. Is there a risk to the school that Cheshire East will ask for an increased contribution later?

R. Cheshire East have confirmed the contribution and the timescale for the work.

Governors **approved** the final budget for submission to Cheshire East. GM will sign the submission form. **ACTION**

- b) The final staffing structure for 2020 – 21 is included in the budget papers.
- c) The MOIFP was approved at the previous meeting.
- d) The purchase of annual contracts was discussed at the previous meeting.
- e) The academy conversion process is on hold and therefore the school will continue with the existing ChESS buy back arrangements. Governors **agreed** to buy back the services of the Cheshire East clerk for 2020-21.

Q. Will the school be able to obtain a rebate from Cheshire East for the ChESS services if it converts to academy status in 2020-21?

R. Yes, it would be worked out on a pro-rata basis.

7. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

SC circulated a Recovery Plan for the re-opening of school on Governor Hub prior to the meeting and highlighted the following points to governors:

- The school spent 10 days preparing a plan to re-open school on 1st June 2020 following the announcement from the government. Cheshire East subsequently issued further guidance to its schools which advised preparing for opening from 1st June 2020, with children being admitted from 15th June 2020. The school has decided that, as it is still a maintained school, to follow the guidance produced by Cheshire East.
- Reception and Nursery pupils will be admitted on 15th June, followed by Year 1 pupils on 22nd June and Year 6 pupils on 29th June.
- There is capacity to increase the amount of key worker children in school. There currently around 17 such children attending, and this could be increased to 30. They would be accommodated in 2 groups of 15.
- Good communication with parents is essential. The school has prepared different letters to go to different groups of pupils:
 - Nursery (3 different letters)
 - Year 6
 - Year 1
 - Reception
 - Key Workers
 - Children not planning to return to school

Overarching letter to all pupils

The letters are very detailed and clarify what the school's plan and what is expected of parents.

- The school is expecting that most Year 6 children, and around 50-60% of Reception and Year 1 children will return.
- It will be difficult to ensure social distancing, especially with the younger children.

Q. Will teachers still plan work for the children who are not attending school?

R. Yes, this has been allowed for in the plan and it is important that the school caters for all the community. Non-contact time has been built into the plan to allow for flexibility.

Q. Year 6 children will only be able to attend school for one week before the summer holiday 2020. Is it possible that they can be accommodated in larger groups to enable them to see their friends and say goodbye?

R. There are 32 children in Year 6 and the school must plan for all of them to return. It is not as straightforward as dividing them into 2 groups. This would not allow for the required level of social distancing. The focus for the Year 6 children who return to school will not be on academic work.

Q. Would the school allow Year 6 parents to request a change to the group in which their child is placed?

R. The school will not set up an appeal process but will aim to involve children and parents in devising the groupings; children could be asked to name 3 friends who they would like to be placed with.

Q. Will key worker children be accommodated in a separate "bubble" or will they join their year group when the school re-opens?

R. From 15th June 2020 they will join their year group.

Q. Has the school started to plan for September 2020?

R. Yes, the senior leadership team has started to consider SDP priorities for September 2020. It is unclear whether pupils will return to school on a full-time basis in the autumn term 2020. Rather than the academic priorities of 2019-20, it is possible that the SDP will focus on immediate priorities such as home learning, key worker children, well-being and closing gaps in learning. The school is in a strong position to meet the needs of the pupils.

Governors commented that the school will be able to learn from the experience of re-opening in June to help prepare for September 2020. SC responded that the school will make the experience for pupils as good as it can be under the circumstances but that it will be a very different environment for the children. The priority is to ensure the safety of the school community.

Q. How much impact will the Covid-19 situation have on children's learning?

R. This is very difficult to assess at the moment. The school will assess the children's attainment when appropriate and plan targeted intervention programmes. The children are resilient and know that high standards are expected in school.

Q. What arrangements are in place for the Year 6 transition to high school?

R. KMAT have contacted the school to request information on the Year 6 cohort. There is currently no plan for a transition day. Parents are expecting further information by the end of May 2020. SC will contact KMAT to clarify the arrangements. **ACTION**

Q. Does the school have any vulnerable members of staff?

R. One member of staff is shielding and two have contacted their doctor to check whether they should return to school. One will need to wear protective equipment and the other is fine to return to school but not to work in the classroom. The staff "what's app" group is still in operation and is proving of benefit for staff to stay in touch with each other.

Q. What is the process if there is a confirmed case of Covid-19 in the community?

R. If anyone in school displays symptoms, they will be isolated and instructed to have a coronavirus test. Their "bubble" would continue to operate until the test result is known. If the result is positive, all members of the bubble will be instructed to self-isolate. It is important that everyone continues to follow current government guidance on social distancing.

Q. What are the arrangements for playtimes?

R. Initially the children will not be able to use the MUGA or any equipment at playtime. This will be reviewed over time.

Q. How will the school ensure that the children keep their distance from each other at playtime?

R. The school is considering organising group exercise activities such as yoga and keep fit.

Q. Will the school carry out temperature checks on the children?

R. The government guidance advises against doing so.

Q. What is the procedure if a Nursery child is displaying Covid-19 symptoms?

R. The school would seek advice as there is currently no testing for under 5's.

GM commented that the risk assessments produced by the school are detailed and rigorous and praised the staff for their hard work in producing them. He reminded governors that the decision to re-open school is an operational one and that the role of governors is to challenge and ensure that the risk assessments are robust. He thanked the staff for all their hard work during this difficult time and wished the school well for the re-opening.

SC responded that all the staff have been involved in the recovery plan and the school has benefitted from support from CAT.

8. ACADEMY CONVERSION UPDATE

GM confirmed that plans to convert to academy status are currently on hold due to the Covid-19 situation. The original plan was to convert on 01.09.20 and this may now be delayed until 01.02.21.

9. SCHOOL DEVELOPMENT PLAN/SCHOOL SELF EVALUATION

SC informed governors that the SDP for 2020-21 will need further discussion. Some priorities will continue from 2019-20 such as Phonics and Reading and the embedding of improvements in Maths. However, the priority will be to assess the children upon return to school and implement intervention programmes to address gaps in learning.

Q. Does the school anticipate that some areas of learning will have declined more than others?

R. Writing is likely to be the main area, but this will not be clear until the school has assessed the children. Also, many children will not have been involved in science activities whilst school has been closed.

10. DIRECTOR'S REPORT

The Director's summer term 2020 report was circulated prior to the meeting and contained the following items:

1. School Governance and Liaison Update
2. Data Collection: Maintained Schools and Academy Trusts
3. Governing in Challenging Circumstances
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

Governors discussed the arrangements for the completion of the NQT' assessments. SC will contact Cheshire East to clarify the arrangements. **ACTION**

11. CONFIRM TERM DATES FOR 2021-22

SC will confirm the term dates for 2021-22. **ACTION**

12. MEETINGS

The date and time of the remaining full board of governors' meeting to be held during the academic year 2019-20 was confirmed as:

Thursday 18th June 2020 at 5:00 pm.

Governors will decide whether the meeting planned for Thursday 9th July 2020 at 5:00 pm is required.

The dates and times of the three full board of governors' meetings to be held during the academic year 2020-21 will be decided at the next meeting of the FGB.

13. ANY OTHER BUSINESS

None

14. 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 organised virtual meetings to ensure that monitoring of the school can continue under the current circumstances.
Governors ensured that the school is meeting its obligations to vulnerable children and to those of key workers.
Governors sought assurances that the well-being of staff and children is promoted.
- **Hold the Headteacher to account for the educational performance of the school;**
- Governors challenged how the school will address gaps in learning when it re-opens.
- Governors asked how the school will organise learning for all pupils when it re-opens.
- **Oversee the financial performance of the school, ensuring value for money;**
Governors approved the budget.

The meeting moved to the Part Two agenda.

Chair: *C. Maaz*

Dated: *18/6/20*

