



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF MANOR PARK
PRIMARY SCHOOL AND NURSERY HELD VIRTUALLY ON 18TH JUNE 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	
Mr S Gardiner	SG		

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

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

AOB:
Governor training package

2. CONFLICT OF INTEREST

SG is a member of Cheshire East Council.

GM, SC, PJ, LD, PD and RW have previously completed the annual declaration of interest form. SC requested that the remaining governors complete and return the form to school. **ACTION**

The remaining governors who have not signed the code of conduct were asked to do so and return it to the school. **ACTION**

3. CHAIR'S ACTION AND CORRESPONDENCE

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

4. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the governing board meeting held on 21st May 2020 were confirmed as a correct record. GM will sign a copy of the minutes and provide to the school for retention. **ACTION**

The part one minutes of the Learning and Teaching Committee held on 28th November 2019 were confirmed as a correct record. PJ will sign a copy of the minutes and provide to the school for retention. **ACTION**

The Action Log was reviewed and the following matter arising discussed:

Term dates 2021-22

The dates have not yet been finalised. The school is looking to align the dates with Cheshire East and Cheshire Academies Trust (CAT).

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

5. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

SC provided an update to governors on the phased wider opening of school:

- The school continues to follow robust safeguarding procedures. CPOMS is still in use and the school has raised concerns over some pupils with parents and social care. The school is very dependent on social care fulfilling its responsibilities.
- The school has worked hard to prepare for the phased wider opening of school with effect from 15.06.20. An induction checklist has been prepared and a meeting is held for each "bubble" to go through the checklist and ensure that staff sign to indicate they understand the new arrangements to maintain safe working practices considering the Covid-19 pandemic. Staff have been able to raise queries at these meetings which have subsequently been addressed.
- Two classes have returned to school at this point; Nursery and Reception. A further three groups will return on week beginning 22.06.20.
- The numbers of children expected to return to school increases with the age of the children.

Nursery-10

Reception -11

Year 1-14

Year 6-28

- The number of children in the key worker and vulnerable children group has increased to 16-17 per day.
- The school does not have capacity to admit any more children until September 2020.

Q. Does the school have enough space to accommodate the required number of “bubbles.”

R. Space is not an issue for the school as there are spare classrooms available. The school has managed its staffing resources well to ensure that Nursery, Reception, Year 1 and Year 6 pupils are able to return to school. It was important for Year 6 pupils to have time in school before they leave in July 2020. The school wrote to parents to ask for confirmation by a set date if they wanted their children to return as there are consequences for other year groups if parents change their mind later.

- Home learning has been reviewed and revised to maintain the quality and balance of activities. Governors reported that there are differing degrees of social interaction between pupils in each year group. The parents of some cohorts have used technology to enable children to meet remotely in large groups and this has been beneficial in terms of social interaction. The school responded that it is considering ways to increase engagement through activities such as online stories and quizzes. It is important to consider the well-being of those children who are not planning to return to school before September 2020.

ACTION: To investigate ways to organise social interaction remotely for pupils.

- All staff are now involved in classroom-based lessons for 3.5 days per week.
- Governors commented that parents who work full-time are experiencing difficulties with helping their children to complete the home-based learning.

Q. What level of support has the school received from the Local Authority (LA) to promote engagement with pupils?

R. The support from the LA has focussed on safeguarding and on providing guidance to support the headteacher. The school has the responsibility to decide how to organise teaching and learning and engagement with pupils.

Q. There has been a good uptake of Year 6 children planning to return to school; what is planned in terms of learning for those who have chosen not to return?

R. The home learning packs will remain the same for those children not returning to school.

Q. The school has worked hard over the past few years to improve attendance; is it now acceptable for children not to attend under the current circumstances?

R. The school is not required to record attendance in the usual way. However, the school will contact families of children who are not in school on a weekly basis, whether or not they are classed as vulnerable.

Q. How is staff morale?

R. Staff morale is an important issue for the school. Negative comments have been made in the media about schools opening at weekends and over the summer holiday which have been unhelpful. Senior leaders have not had a break since the start of the

national school closure period in March 2020 and all staff need the opportunity for a complete break.

Q. Is the school expecting to admit all the children back into school in September 2020?

R. The school's preference is to admit all children in September 2020 and is awaiting guidance from the DfE.

Q. Does the school expect to close for all pupils, even those of key workers and vulnerable children, over the summer holiday 2020?

R. This is the position as far as the school is aware. It is not realistic to continue working over the summer holiday. In practical terms, building work on the kitchen and boiler is planned for this time.

Q. Is the school prepared for a potential increase in the numbers of children requiring support for domestic abuse issues over the lockdown period?

R. The school's Learning Mentor is in weekly contact with families and is pro-actively preparing to support specific children on their return to school. Class teachers are also trained to note changes in children's behaviour which may indicate an issue, and the school is accustomed to dealing with unexpected situations. The focus for all children returning to school will be on addressing the gaps in learning and on well-being.

- The school has sought guidance from trade unions on devising staff timetables and arranging PPA time. Teachers need time to prepare home learning, prepare class-based learning and to teach. They have also been allocated a free session. EH informed governors that this week has gone well; children are happy to be back in school and the staff have enjoyed having them back.
- Pupil attainment information was passed on to the High School to aid transition. The data was based on the latest assessment information, combined with teacher assessment. The school is confident that the data is accurate. It is unfortunate that the Year 6 children will be unable to sit the SAT's tests as they were predicted to perform well.
- Around 5 -6 extra children are now claiming Free School Meals (FSM) and this will lead to an increase in the amount of Pupil Premium Funding available to the school.
- Pupils reports are complete and will be issued to parents in mid-July 2020. The report format has been reduced to reflect the period when children have not been attending school.

CW informed governors that the MPSA met and discussed ideas for an end of year celebration for the Year 6 pupils.

ACTION: SC to meet with MPSA to plan the Year 6 end of year celebrations.

6. SCHOOL DEVELOPMENT PLAN/SCHOOL SELF EVALUATION

The SDP outlining the priorities for 2020-22 was uploaded to Governor Hub prior to the meeting. One additional priority has been added. SC expanded on the priorities contained in the document:

- **Priority 1-** *To identify and address the regression in learning due to the Coronavirus.*

This priority applies to all children. The issue of regression is not a simple one and it cannot be assumed that it applies only to disadvantaged children. The school will assess all the children in September and compare the results with the previous assessment data. It is expected that Quality First Teaching will address most of the issues connected with regression and that interventions will be required for a small number of children.

- **Priority 2-** *To increase the % of pupils achieving the national threshold in the Y1 Phonics Screening Check – Target 80%*
This priority is carried over from the 2019-20 SDP.
- **Priority 3-** *To focus on early reading and early maths to ensure that all none SEN Reception/KS1 children are fluent readers and confident mathematicians by end of Y2.*
This priority is carried over from the 2019-20 SDP.
- **Priority 4-** *To ensure that the delivery and resourcing of our new curriculum results in and exciting, ambitious and engaging experience for all children.*
Subject leaders are working to ensure that the curriculum is ready to be implemented in September 2020. Resources to deliver the curriculum are being costed.
- **Priority 5-** *To increase the school's capacity for early identification of Special Educational Needs and remove barriers to learning.*
This priority has been added to the SDP to deal with situations where the identification and provision for SEND are difficult.
- **Priority 6-** *To review and improve the outdoor provision for all children with a focus on supporting wellbeing and personal development.*
This priority has changed from the previous plan where it addressed attendance. Attendance had improved but the school is unable to enforce it under the Covid-19 situation and it is expected that attendance will decline nationally. Outdoor provision and play are areas which require strategic development. The outdoor area at the school has been improved and provides a good resource for learning. New equipment will be installed, and training is planned for MDA's to lead play activities.
- **Priority 7-** *To further develop the role of Middle Leaders to ensure actions taken support improvements in all aspects of the core and foundation curriculum.*
- **Priority 8-** *To ensure all Non-SEN pupils make good or better progress in Speaking, Reading, Writing and Maths from their starting points by increasing the % of children whose attainment is at EXP to at least 65% attain or exceed National Expectations.*
This priority is carried over from the 2019-20 SDP.

Q. How can governors monitor the SDP priorities when social distancing measures are in place and external visitors to school are discouraged?

R. Some monitoring can be carried out remotely and the risk assessments will allow for governors to visit school at the end of the school day.

The clerk reminded governors that the priorities for monitoring under the Covid-19 pandemic are safeguarding, health and safety and well-being.

ACTION: SC to arrange a governor safeguarding audit.

Q. Is attendance still an important area for the school to develop? Some children have been out of school for a long time due to the current situation and this may affect their attendance when school re-opens fully.

R. The school will continue to monitor attendance and target specific children for intervention, even though it is no longer a priority on the SDP. The Learning Mentor will take over the responsibility for attendance from the deputy headteacher. The enforcement of attendance is particularly problematic at the moment; social care state that vulnerable children should attend school, but it is not possible to enforce attendance at the moment.

Q. Will it still be appropriate for a governor to carry out a monitoring visit to check pupil attendance?

R. Yes, attendance will continue to be an important issue for the school.

Q. Where children are not returning to school, is it their choice or the parents?

R. Some parents do not want to send their children back to school. In general, the children are happy to be back at school and they have adapted well to the changes.

Governors **agreed** the SDP priorities for 2020-21.

7. STRATEGIC GOVERNANCE 2020-21

Governors discussed how the pattern of meetings has changed under the Covid-19 situation from committees and full governing board meetings (FGB's) to virtual FGB's. Going forward, it was suggested that future meetings should consist of a mix of remote and face to face meetings. It was proposed that the school adopt a system of governing without committees and during 2020-21 hold ten FGB meetings as follows:

Autumn term 2020	4 FGB meetings
Spring term 2021	3 FGB meetings
Summer term 2021	3 FGB meetings

It will be necessary to produce a governance planner to ensure that all the required business is covered. Governors will be requested to attend most meetings but will not be expected to attend all of them. The advantage of the proposed system is that there will be no repetition of items and all governors will have a detailed knowledge of the different aspects of the school.

It was noted that the current structure of committees and FGB's was previously recommended to the school to strengthen governance and that the school has progressed and is now ready to consider a different way of governing. Governors will still be assigned link roles based on their skills and experience.

Governors **approved** the proposal to move to a system of governing without committees.

GM will prepare the annual governance statement. It will include details of the remote meetings held during the Covid-19 pandemic. **ACTION**

8. POLICIES

Governors **agreed** to review and approve the following policies via Governor Hub:

- Staff Capability Policy
- Staff Discipline Policy
- Complaints Policy
- Charging and remissions policy
- GDPR policy

ACTION: Governors to approve the above policies on Governor Hub.

ACTION: Clerk to check approval at the next meeting.

SC informed governors that the required Covid-19 addendums to the Safeguarding and Behaviour Policies have been produced and published on the school website.

Governors asked whether the list of school policies is up to date on Governor Hub. SC will check. **ACTION**

Governors discussed ways of independently gathering the views of parents, staff and children. It was noted that the school currently surveys parents and staff on an annual basis and that governors have met with the School Council and talked to children about the curriculum.

9. MEETINGS

The remaining meeting of the full governing body for 2019-20 was confirmed as:

16th July 2020 at 5:00 pm.

SC will circulate meeting dates for 2020-21. **ACTION**

10. AOB

Governor training package

KC informed governors that the school buys back the governor training package from Cheshire East at a cost of £1,400. She requested that governors book on courses to make best use of this expenditure.

SC and GM will consider skills gaps on the governing board and identify training needs. **ACTION**

11. 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 reviewed the plan for the phased wider opening of school.
Governors discussed the well-being of staff and recognised the need for the school to close over the summer holiday.
Governors agreed a new system to strengthen governance.
Governors agreed to range a safeguarding audit.
Governors agreed to maintain a focus on improving attendance.

- **Hold the Headteacher to account for the educational performance of the school;**
Governors agreed the priorities on the SDP.

The meeting moved to the Part Two agenda.

Chair: *Ahmas*

Dated: *16/7/2020*