



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF MANOR PARK
PRIMARY SCHOOL AND NURSERY HELD VIRTUALLY ON 16TH JULY 2020**

Governors Present:	Mr G. Mason	GM	Chair
	Mr. S. Cotterill	SC	Headteacher
	Mrs. L. Dalzell	LD	
	Miss E. Holden	EH	
	Mr P. Jones	PJ	
	Mrs C. Walley	CW	
	Mr. L. Williams	CLW	
	Mr R. Woollam	RW	
Also in attendance:	Mrs. S. Pomeroy		Clerk to Governors
	Mrs K. Crosland		School Business
			Manager
	Mrs S. Jeffery		Deputy Headteacher,
			Associate member

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, Paul Deakin, Jennifer Hopkinson and Julie Nichols be accepted.

There were no items of AOB tabled for discussion at the meeting.

2. CONFLICT OF INTEREST

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

3. COVID 19 INFORMATION/IMPACT

Governors agreed that this item would be covered under the headteacher's part one report (agenda item 8).

4. CHAIR'S ACTION AND CORRESPONDENCE

The Chair confirmed that he was involved in communications with the headteacher to authorise the closing of school at lunch time on the last day of the summer term 2020. This will provide a valuable opportunity for staff to spend time together.

5. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the governing board meeting held on 18th June 2020 were confirmed as a correct record. The Chair will sign a copy of the minutes and provide to the school for retention. **ACTION**

The Action Log was reviewed and the following matters arising were discussed:

- The children were invited into school to enable social interaction, rather than organising an online event. The school will investigate the use of technology to facilitate social interaction in the event of another lockdown. There are issues to resolve around safeguarding and staff CPD.
- The school still needs to check whether the list of school policies is up to date on Governor Hub.
- Training for governors will be considered in the autumn term 2020.

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

6. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

- Governors agreed to defer the SEND report to the autumn term 2020.
- Details of CLW's safeguarding monitoring visit are covered under agenda item 12.

7. FINANCIAL MATTERS

KC provided a verbal update to governors:

- a) There were no budget updates to receive.
- b) The Pupil Premium Funding stands at £97,000 for 2020-21.

Q. Is the school confident that all eligible families have applied for Free School Meals (FSM)?

R. An extra five families have applied due to a change in their circumstances during the Covid-19 pandemic. It is difficult for the school to know which families are eligible for FSM and it is no longer permissible for the school to apply on behalf of the parents.

Q. Would it be a good idea for the school to promote awareness of the benefits of applying for FSM?

R. Yes, this will be considered in September 2020.

- c) £15,000 of Sports Grant funding has been allocated for works in 2020-21.
- d) There was no further update on Covid-19 costs.
- e) The kitchen has been stripped back in readiness for the refurbishment. It is expected that the work will take 4-5 weeks.

- f) The Asset register was not discussed at the meeting.
- g) Capital work is underway on the boiler work with CEC and their suppliers. The school is awaiting drawings from their system design consultants so work will not happen in the summer holidays. The timescale is likely to be the end of September 2020 at the earliest. Site maintenance work on internal decoration will take place during the summer holidays 2020.

The school had to move quickly to organise Wrap Around Care for September 2020. Children from the school were previously using the provision at another local school but this has been withdrawn. The school will employ the services of Holiday Zone. The company is already registered with OFSTED.

Q. Why did the school choose this provider?

R. Three quotes were sought, and this company was the only one which met the brief.

8. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

The headteacher's part one report was circulated to governors via Governor Hub prior to the meeting and contained the following items:

1. SAFEGUARDING
2. PUPILS
3. STAFFING
4. ACHIEVEMENT AND STANDARDS
5. PARENTS AND COMMUNITY
6. PREMISES AND EQUIPMENT
7. ACADEMY CONVERSION
8. APPENDICES

SC highlighted the following matters to governors from the report:

- The Learning Mentor is making weekly telephone calls to vulnerable families. These calls are logged on the CPOMS system.
- There are no new safeguarding concerns.
- The staffing plan has worked well. All staff have been in school full-time and have been allocated some well-being time.
- The children have coped well with the new arrangements and are happy to be back in school.
- Parents have been very supportive and have reported an improvement in their children's well-being from returning to school.
- It is currently not statutory for children to attend school. Social care is informed where appropriate of non-attendance. The school is concerned about ensuring the attendance of some children in September 2020 when it becomes statutory again.
- Three transition meetings have been held with the high school and relevant academic and SEN/D information shared.
- All children from Year 2 to Year 5 were provided with the opportunity to return to school and meet their new teacher. 80% of children attended and the sessions were a success.

- The school planned a series of celebrations for the Year 6 children in the final week of term. The children greatly enjoyed all the activities and appreciated the Year Books.
- The school has moved to using the DfE Free School Meals voucher scheme.
- End of year pupil reports have been issued and class teachers contacted parents to discuss the reports in place of a parents evening.
- Improvements have continued to be made to the school premises; the maze and climbing sequence have been installed.
- Risk assessments will be finalised for the school to open to all pupils in September 2020.
- The school has signed up to participate in the Reception baseline assessment in September 2020. It is planned to discuss this with staff in September and then decide whether to proceed with the implementation.

Q. What are the arrangements for opening the school to all pupils in September 2020?

R. The school will be organised into three bubbles, with Nursery forming a separate bubble, as below:

- Reception, Year 1 and 2
- Years 3 and 4
- Years 5 and 6

The children will spend most of their time in class bubbles and form a larger bubble for break and lunch times. It is logistically not possible for the children to remain in their class bubble for the full day.

Q. How will the classrooms be organised?

R. The tables will be separated and face forwards with two children seated at each table. The guidance allows for staff to cross bubbles to enable specialist teaching such as phonics and speech and language activities to take place.

Q. What is the guidance relating to attendance in September 2020?

R. Attendance becomes statutory again in September 2020. The school will be proactive in encouraging good attendance and ask parents to provide evidence of absence due to illness.

Q. Statutory assessments have not taken place in 2020. What pupil assessment data has the school collected?

R. The school carried out pupil assessments activities in the spring term 2020 prior to the lockdown. It is difficult to predict where the children will be on their return to school in September 2020 and the school does not want to assume that all children will have regressed. It is planned to carry out phonic assessment at the beginning of the autumn term to enable ability groups to be established. The Accelerated Reader scheme will be used to assess Reading by the end of the second week back so that guided reading groups can be formed. Informal assessments in Maths will be made during lessons in the first half term and then a formal assessment carried out by the end of the first half term.

Q. What was the overall picture of attainment in year 6?

R. This was reported to governors in the previous headteacher's report. The children were performing well and had broadly hit or exceeded their targets. The assessment data has been shared with the high school.

Q. How will the school set pupil attainment targets for 2020-21?

R. The school does not want to use the data collected in March 2020 as a basis to set targets for 2021. Targets will be set in October/November 2020 based on current assessment data. The national picture on assessment is not year clear.

Q. How are pupil numbers looking?

R. Pupil numbers are continuing to rise. 28 children will be admitted in the Reception class in September 2020 One child is leaving and 5-6 new pupils are expected to be admitted.

Q. What will the provision for the planned "Explorer Group" look like?

R. The school is excited to be able to offer bespoke provision to a group of 12 children with significant SEN/D who are unable to access the academic work of their year group. These children will be accommodated in their own room each morning, staffed by a teacher and two teaching assistants. The Learning Mentor is a qualified teacher and she will lead the provision. A bespoke timetable will be offered, focussing on basic skills in phonics, Maths, Reading and speech and language activities. The children will return to their respective classes each afternoon and will participate in activities such as visits with their year group.

Q. Has this approach been used by other schools?

R. It is similar to a Resource Provision approach which is operated in some Cheshire East schools. The headteacher has observed this approach in operation in a previous school. It is driven by the needs of the children and enables them to make greater progress. It also supports the class teachers.

Q. Will there be an impact on the budget and on the Pastoral work previously carried out by the Learning Mentor?

R. The school is expecting to receive an increased amount in the budget from EHCP's. This arrangement makes the best use of existing staff and ensures that teaching assistants are employed effectively. It also means that the children with the greatest educational needs will be taught by a teacher in a small group setting. The time allocated to pastoral work will reduce from 0.7 to 0.5 and the school will monitor the impact of this. However, some of the 12 children in the Explorer Group are also vulnerable pupils who would have been supported by the Learning Mentor.

9. ACADEMY CONVERSION

The Chair provided an update on the academy conversion process:

- The expected date of conversion is now 1st December 2020.
- Further due diligence on financial matters will take place and documents will be shared with Cheshire Academies Trust (CAT).
- KC will work with CAT on aligning staffing, budget and payroll systems.
- The TUPE process will commence involving trade unions, Cheshire HR and the solicitors. This is an opportunity for staff to ask questions.

- The academy review process will be kept under review and it is possible to delay conversion if there are issues to resolve.

10. WRAP AROUND CARE (WAC)

SC informed governors that providing WAC on the school site offers a long-term opportunity for the school to expand this service to a year-round service for all children from pre-school onwards.

Q. Are there enough children likely to use the service to make it financially viable?

R. The provider is aware that it may be necessary to open the provision with low numbers with a view to expanding in the future.

11. HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW

Governors approved the appointment of Steve Ellis as the SIP. The headteacher's performance management review will take place by October half term 2020. The headteacher's performance management panel was confirmed as PJ, CW and RW.

The clerk recommended training for members of the panel.

12. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

Monitoring

CLW carried out a monitoring visit to review safeguarding procedures. The purpose of the visit was to inspect the Single Central Record (SCR) and to consider safeguarding procedures in general. CLW reported the following:

- The SCR is well maintained and up to date.
- General safeguarding measures are in well-established. The staff are aware of procedures and are following them
- The system of "bubbles" to maintain social distancing is working well.
- Hygiene measures are in place.
- Staff are fully supportive of safeguarding policies and feedback any issues to the Senior Leadership Team.

Governance arrangements 2020-21

The Chair explained that a document setting out revised governance arrangements for 2020-21 is available on Governor Hub. This is a comprehensive document which sets out governor responsibilities and links to the SDP. Governors were requested to read the document over the summer holiday 2020. **ACTION**

It was agreed to establish a Pay Committee for 2020-21. PJ, CW, RW and CLW will serve on this committee.

13. SCHOOL POLICIES

Governors reviewed and **approved** the following policies:

- First Aid
- Supporting children with medical needs

- NQT
- Children with health needs who can't attend school.

Q. The First Aid Policy refers to a Lone Working Policy. Does the school have such a policy?

R. Yes.

Q. Are there any gaps in training to support children with medical needs due to the Covid-19 restrictions on training events?

R. The school will check that staff training is up to date. **ACTION**

Q. Does the school have any children with health needs who cannot attend school?

R. No.

It was noted that the review date on the "Supporting Children with Medical Needs" Policy needs changing. **ACTION**

14. NOMINATIONS FOR VICE CHAIR

Nominations will be taken in the autumn term.

15. MEETINGS

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

Autumn term 2020

24th September 2020
22nd October 2020
19th October 2020
8th December 2020

Spring term 2021

21st January 2021
25th February 2021
25th March 2021

Summer term 2021

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

It was noted that the first meeting of the autumn term 2020 will take place via an online platform. The school will risk assess whether subsequent meetings can be safely held face to face on the school premises.

16. ANY OTHER BUSINESS

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

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 ensured that clear, robust plans are in place to re-open the school to all pupils in September 2020.
Governors received an update on the academy conversion process.
Governors challenged the plans to establish Wrap Around Care at the school.
Governors planned to strengthen governance arrangements for 2020-21.
- **Hold the Headteacher to account for the educational performance of the school;**
Governors questioned how targets will be set for 2021.
Governors challenged how children will be assessed on their return to school in September 2020.
Governors reviewed arrangements for catering for the needs of pupils with significant SEN/D.
- **Oversee the financial performance of the school, ensuring value for money;**
Governors received an update on the financial position of the school and challenged the budgetary impact of staffing decisions.
- **Promote the highest possible standards for Safeguarding;**
Governors carried out a safeguarding monitoring visit.

The meeting moved to the Part Two agenda.

Chair: 

Dated: 