



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF MANOR PARK
PRIMARY SCHOOL AND NURSERY
HELD VIRTUALLY ON 24TH SEPTEMBER 2020**

Governors Present:	Mr G. Mason	GM	Chair
	Mr. S. Cotterill	SC	
	Mrs. L. Dalzell	LD	Arrived 5:20 pm
	Miss E. Holden	EH	
	Mr P. Jones	PJ	
	Mrs C. Walley	CW	
	Mr. L. Williams	CLW	
	Mr R. Woollam	RW	
Mrs J. Hopkinson	JH		
Also in attendance:	Mrs. S. Pomeroy		Clerk to Governors School Business Manager Deputy Headteacher, Associate member
	Mrs K. Crosland		
	Mrs S. Jeffery		

PART ONE - NON- CONFIDENTIAL BUSINESS

1. APOLOGIES AND AOB ITEMS

Governors agreed that the apologies received from Paul Deakin, Stewart Gardiner and Julie Nichols be accepted.

Governors agreed to discuss the following items of any other business under agenda item 17:

- The name of the school following conversion to academy status.
- Outdoor Play and Learning (OPAL)

2. CONFLICT OF INTEREST

- a) There were no conflicts of interest to declare with the business to be discussed at the meeting.
- b) Governors were asked in advance of the meeting to confirm their declarations of interest on Governor Hub. The chair reminded all governor to do this.

ACTION: Remaining governors to complete declarations on Governor Hub.

- c) The school will ensure that governor information on GIAS is up to date and that governor declarations of interest are published on the school website.

3. ELECTION OF VICE CHAIR

Cathryn Walley was nominated for the position of Vice Chair. Following a vote, CW was duly elected and appointed as Vice Chair of Governors for a period of one year, or until the first meeting of the full governing board in autumn 2021.

4. MEMBERSHIP

- a) There were no changes to receive to the membership of the board of governors.
b) There are currently no vacancies on the board of governors.
c) There are no terms of office due to expire before the next meeting.
d) Sarah Jeffery was re-appointed as an associate member from 01.09.20 for a period of two years.

It was confirmed that Julie Nichols' current term of office as an associate member expires on 04.12.20.

The headteacher joined the meeting at 5:10 pm.

5. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the governing board meeting held on 16th July 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 headteacher will check that the actions related to first aid training to meet the requirements of the "Supporting Children with Medical Needs Policy" were completed. **ACTION**
- The chair noted that the FGB planner is a working document and will be reviewed throughout the year.

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

6. CHAIR'S ACTION

The Chair confirmed that no action had been taken on behalf of the governing board since the last meeting of the full board of governors.

7. GOVERNANCE ARRANGEMENTS 2020-21

- a) Governors approved the Manor Park Governance 2020-2021 document.
b) The governor link roles are included in the Manor Park Governance 2020-21 document.

SEN/D Jennifer Hopkinson
Safeguarding Lee Williams

Health and Safety Julie Nichols

ACTION: Clerk to send details on the SEN/D link governor role to JH.

It was confirmed that RW will take on responsibility for governor training from GM. GM will liaise with RW to hand over the role.

- c) Ad hoc panels for appeals and complaints will be established as required. The clerk will provide model terms of reference. Terms of reference were approved for the Headteacher's Performance Management panel and the Pay Committee. Membership of the Pay Committee was confirmed as Cathryn Walley, Patrick Jones and Richard Woollam (with Lee Williams as a reserve member). The Pay Committee will meet during part two of the FGB meeting to be held on 22.10.20.
- d) The Headteacher's Performance management panel consists of Cathryn Walley, Patrick Jones and Richard Woollam. It was confirmed that Steve Ellis was appointed as the External Adviser and a meeting of the panel is scheduled for 02.10.20.

PJ joined the meeting at 5:20 pm.

8. GOVERNORS' CODE OF PRACTICE/GOVERNORS' CHARTER 2020-21

Governors agreed to follow the Code of Conduct circulated on Governor Hub prior to the meeting. Governors were asked to ensure that they have read the document and completed the relevant declaration on Governor Hub.

9. 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. ATTENDANCE
2. PUPILS
3. STAFFING
4. CURRICULUM, 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 school is operating under very challenging circumstances due to the Covid-19 pandemic and this is placing extra pressures on all staff, especially on the senior leadership team. 70% of leadership team work is focussed on Covid-19 issues and the school still must attend to all other aspects of its work.
- Pupil attendance is strong. It stands at nearly 95% and is continuing to improve. One family (with two children at the school) have chosen not to return their children to school. They will be asked to de-register their children.

Q. How much importance is placed upon attendance under the current circumstances?

R. It is important for attendance to be good as the children have missed so much time due to the national closure of schools from March 2020. OFSTED are operating a common-sense approach to attendance; the school will be considered to be doing well if attendance is above 90%. There will be no formal OFSTED inspections in the autumn term 2020. A small number of children are self-isolating and are unable to obtain a Covid-19 test, but this is not a major issue. The school is not currently operating its usual range of attendance incentive measures.

Q. Are the attendance incentives required under the current circumstances?

R. They are onerous to operate, and the school has found that attendance so far in the autumn term 2020 is not significantly different to last year. The situation will be monitored and reviewed as necessary.

- The staff are working tremendously hard and performing well.
- The children are happy to be back in school and understand how the new systems work. The new arrangements for lunchtime are working well.

Q. Is the school able to operate its buddy system under the Covid-19 restrictions?

R. No, this is not currently possible. The Reception children have settled well into school.

Q. Has the “bubble” system benefitted the children?

R. Yes, the children have responded well to being able to play outside in smaller groups.

Q. How has the children’s behaviour been since the school re-opened?

R. Behaviour has been very good. The children have responded well to the structure of being back in school. They understand the school’s values and respond well to them.

- There are no safeguarding concerns to report.
- The school has developed a clear plan for remote learning to suit the school and the needs of the community. There are two tiers to the system; one developed for individual children who are required to isolate and another for where a whole class is required to do so. The teachers will record three lessons per day and upload it so that the children can access it at a time suitable to them. Training has been provided to staff, as required. It has been decided not to deliver live lessons.
- The Oak Academy provides a good learning resource for remote learning for individuals who are not in school.

Governors commented that it is motivating for the children to be able to see the teacher when participating in remote learning activities.

Q. Will the school provide paper-based learning for families who do not have access to suitable ICT equipment?

R. Paper-based activities will be provided on request. It takes a considerable amount of time to produce meaningful learning packs and there are capacity issues within school. The take-up for paper-based packs during the lockdown period was disappointing.

Q. Would the school be able to enter into an agreement to loan ICT equipment to families if required?

R. The school will deal with such situations as they occur.

The headteacher confirmed that the school will survey parents to ascertain whether they have access to suitable ICT equipment to access remote learning. **ACTION**

- Most parents have been supportive of the new arrangements in school to meet the safety requirements for Covid-19.

10. SCHOOL DEVELOPMENT PLAN (SDP)

The SDP priorities were agreed in the summer term 2020. The headteacher informed governors that the SDP is not as detailed as usual due to the Covid-19 situation and the national closure of schools. He also asked governors to note that SDP priorities may change in response to current circumstances and the most recent guidance.

Q. Are there clear links between the priorities to link staff and governors?

R. In-school monitoring has already commenced, and governors are welcome to carry out monitoring activities in-line with current NGA guidelines.

ACTION: Governors to contact the headteacher to arrange monitoring visits. These could be virtual or carried out after school hours.

It was noted that it is beneficial to link governor and staff monitoring.

11. SCHOOL PERFORMANCE

The headteacher informed governors that it is not currently possible to set pupil performance targets; a period of allowing the children to settle following the re-opening is required and assessments need to take place to ascertain the level of regression due to the national closure of schools. The children have displayed a positive attitude to learning since returning to school and many are close to the level where the school previously predicted they would be. However, it is important to note that many children have regressed and that it took a considerable amount of input and targeted interventions for the children to reach the required levels.

Q. Are all schools experiencing the same issues with pupil regression?

R. All schools were closed due to Covid-19. This school has additional challenges related to its demographic and family issues. New children have been admitted to school who have significant needs, and this places extra pressures on capacity within school.

Q. What are the main challenges for the school during this academic year?

R. Attendance rates need to remain high; further lockdowns present a tremendous challenge in ensuring pupil progress. Teaching is good in school and targeted interventions are planned. The school aims for all pupils to make progress over the year.

Q. Has the school considered streaming children in ability groups?

R. The school has considered this, but it is difficult to implement whilst maintaining the integrity of the “bubbles.” Phonics is a bespoke programme taught to ability groups. The establishment of the Explorer Group has removed the range of differentiation in each class and quality first teaching is the main focus.

Q. Are the SAT’s tests taking place in 2021?

R. Yes, the school will prepare the children for the tests as normal.

12. SAFEGUARDING

- a) The headteacher informed governors that there are no safeguarding concerns to report. Staff training is up to date and was completed as part of the September 2020 INSET day.
- b) Governors were asked to ensure that they read part 1 of the “Keeping Children Safe in Education” document and confirm that they have done so on Governor Hub.

13. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

- a) The chair reported that, due to Covid-19, the Cheshire East training schedule is not as comprehensive as in previous years.
- b) All governors were asked to look at the schedule and identify suitable training courses to attend. **ACTION**
- c) There were no governor monitoring reports to receive at this meeting.

14. SCHOOL POLICIES

Governors **approved** the following policies:

- Child Protection and Safeguarding Policy
- Attendance Policy
- Teacher Appraisal Policy
- Positive Mental Health and Well-being Policy

Approval of the Pay Policy for Teaching Staff was deferred until the October 2020 FGB meeting to allow for publication of the STPCD document and the model policy from Cheshire East.

15. PLANNED RESIDENTIAL VISITS

The school needs to consider its position regarding the planned residential visits as they are not currently allowed under DfE guidance. One visit (Year 5 to Conway) has previously been booked and paid for.

ACTION: KC to contact the venue to discuss the possibility of obtaining a refund.

ACTION: Governors to discuss the position of residential visits at the October 2020 FGB meeting.

Q. Is the school planning any single day visits linked to the curriculum?

R. No, there is limited capacity within school to organise and staff such visits.

16. MEETINGS

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

Autumn term 2020

22nd October 2020

19th October 2020

2nd November 2020 (EFGB)

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

16. ANY OTHER BUSINESS

The name of the school following conversion to academy status.

Governors **agreed** that the school should retain its current name, Manor Park School and Nursery, when it converts to academy status.

Outdoor Play and Learning (OPAL)

The OPAL Primary Programme is a mentor supported school improvement programme aimed at improving the quality of play in school. EH has reviewed their website and resources. The school believes that the programme reflects its approach to how it uses the outside space and is looking to implement the programme throughout school.

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;**

A Vice chair was appointed at the meeting.

Governor link roles were agreed, and plans made for monitoring visits.

The SDP was agreed.

Policies were reviewed and agreed.

• **Hold the Headteacher to account for the educational performance of the school;**

Governors challenged the school's plans for remote learning and its approach to addressing gaps in learning.

• **Promote the highest possible standards for Safeguarding;**

Governors received safeguarding information and ensured that staff training is up to date.

The meeting moved to the Part Two agenda.

Chair: *Chmag*

Dated: *22/10/2020*