



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF MANOR PARK  
PRIMARY SCHOOL AND NURSERY  
HELD VIRTUALLY ON 19<sup>TH</sup> NOVEMBER 2020**

<b>Governors Present:</b>	<b>Mr G. Mason</b>	<b>GM</b>	<b>Chair</b>
	<b>Mr. S. Cotterill</b>	<b>SC</b>	<b>Headteacher</b>
	<b>Mrs. L. Dalzell</b>	<b>LD</b>	
	<b>Miss E. Holden</b>	<b>EH</b>	
	<b>Mr P. Jones</b>	<b>PJ</b>	
	<b>Mrs C. Walley</b>	<b>CW</b>	
	<b>Mr. L. Williams</b>	<b>CLW</b>	
	<b>Mr R. Woollam</b>	<b>RW</b>	
	<b>Mrs J. Hopkinson</b>	<b>JH</b>	
	<b>Mr P. Deakin</b>	<b>PD</b>	
<b>Also in attendance:</b>	<b>Mrs. S. Pomeroy</b>		<b>Clerk to Governors</b>
	<b>Ms J. Nichols</b>		<b>Associate member</b>

---

**PART ONE - NON- CONFIDENTIAL BUSINESS**

---

**1. APOLOGIES AND AOB ITEMS**

Stewart Gardiner was not present at the meeting and no apologies were received.

Governors agreed to discuss the following items of any other business under agenda item 15:

- Term dates 2021-22
- Inviting Chair of Cheshire Academies Trust (CAT) to FGB meeting
- Communications with the community regarding academy conversion

**2. CONFLICT OF INTEREST**

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

SG needs to complete his Declaration of Interests on Governor Hub. **ACTION**

**3. MEMBERSHIP**

There were no changes to receive to the membership of the board of governors.

#### 4. PART ONE MINUTES AND MATTERS ARISING

- a) The part one minutes of the governing board meeting held on 22<sup>nd</sup> October 2020 were confirmed as a correct record. The part one minutes of the extraordinary board of governors meeting held on 2<sup>nd</sup> November 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:
- The survey of pupil access to suitable IT equipment to access remote learning has not been completed and is carried forward to the next meeting.
  - SG is required to complete the governor declarations on Governor Hub.

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

#### 5. 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.

#### 6. FINANCE UPDATE

- a) The technical asset register was uploaded to Governor Hub prior to the meeting. Governors commented that further information is required to show when new items are added and when assets are written off and disposed of.  
**ACTION:** SBM to present an overview of the Asset Register at an LGB meeting in the spring term 2021.

#### Q. Is the asset register a required under GDPR regulations?

R. No, the Asset Register forms part of the requirements for the SFVS. The school will not be required to complete the SFVS once it converts to academy status. However, CAT will still require an asset register to be maintained.

- b) The headteacher informed governors that the school has been allocated around £16,000 of Covid-19 Catch up Funding. This is received in instalments and the school has received £4,000 so far. The funding has been allocated to provide additional staff to deliver phonics programmes and speech and language therapy. The school has supplemented the funding received in order to meet the identified needs of the children and the total spend will be around £25,000.  
It was confirmed that a report on the allocation of the Catch up funding is required to be published on the school website. **ACTION**
- c) The headteacher confirmed that the school continues to incur further Covid-19 related costs in regard to extra cleaning, staffing costs and PPE. A record of such costs is being maintained but the school is not expecting to be able to reclaim the costs from the government. Extra staffing costs have not had a major effect on the budget to date.

#### 7. HEADTEACHER'S PART ONE REPORT



The part one report was circulated to governors via Governor Hub prior to the meeting. The headteacher highlighted the following points from his report to governors:

- Overall, the school is in a good position.
- Safeguarding remains a priority for the school. There are no specific concerns to report to governors.
- The headteacher attended a Cheshire East (CE) remote briefing on Health and Safety recently. It was recommended that expectations around distancing, ventilation, PPE and handwashing are reinforced regularly. Staffing arrangements have been reviewed to reduce the movement of adults between bubbles. PPA time is being covered by a HLTA and social distancing is maintained from Year 1 upwards. This is not possible with children in Early Years.

**Q. Is the school experiencing any issues with inappropriate social interaction at the school gates.**

R. There is a small group of parents who are not wearing masks on the school grounds. The headteacher has taken advice and has been informed that it is not possible to challenge these parents on their decision not to wear a mask.

- The arrangements for Reception children entering and leaving school have been changed.
- Some children are arriving at school earlier than is necessary. Letters have been sent to parents to reinforce the agreed timings. Some of these children are unaccompanied and some are with their parents. Parents have been asked to keep their children with them if they are waiting for siblings.

**Q. Is the school able to meet the safety requirements set out in the joint union safety checklist?**

R. The school is meeting the vast majority of the requirements but does not have the capacity to meet them all. The checklist document has been RAG rated and uploaded to Governor Hub. The school can evidence how it is supporting staff and children to ensure their safety. For example, it is not practical to quarantine children's books for 72 hours after marking them. Guidelines are in place though to ensure that staff sanitise their hands in between marking each book and children are not allowed to swap books. If books are sent home with children, they are quarantined for 72 hours on return.

**Q. Are the classrooms well-ventilated?**

R. Yes, doors and windows are opened during the school day. The school has been cold on occasions due to work being carried out on the heating system and children have been allowed to wear extra clothing as necessary.

**Q. How will governors be informed of pupil progress and the effectiveness of the recovery plan?**

R. Assessments are being carried out now and moderation will take place next week. Results will be reported to governors at the December 2020 FGB meeting.

- Attendance is good and stands at around 96%. Two children are now being educated at home and have been de-registered from the school. The school sought advice from CE on this matter.
- There is a small number of persistent absentees.



- The administration of attendance data is time consuming as the DfE require detailed information daily on the number of staff and children who are absent, and the absence must be recorded against 7 different codes. Information on the number of EHCP's and social care involvement is also required.

**Q. Why do the DfE require this amount of detailed information on attendance?**

R. It is used to monitor the impact of Covid-19.

**Q. What arrangements are in place for children who are required to self-isolate for 2 weeks?**

R. If a small number of children in a class are self-isolating then work will be set from The Oak Academy. There are 3 online lessons per day; English, White Rose Maths and a topic lesson. Links to apps such as TT Rockstars will also be shared. Children will be contacted at the beginning and end of the isolation period. There is also the option available of paper-based learning, but no families have requested this. The school does not have the capacity to provide live lessons for small numbers of children in a class who may be isolating.

- The Outdoor Play and Learning (OPAL) programme has commenced and is working well. The children are engaged in a wide range of activities and are enjoying using the extra resources provided. The spinney and trim trail are in use.
- The curriculum is developing well, led by middle leaders in school.
- The MPSA are organising some Christmas activities in school.
- A special week to re-launch TT Rockstars was successful. The school found that children had regressed in their times table knowledge and enthusiasm for the programme over the lockdown period. A similar programme for developing spelling will be introduced.
- The Wrap Around Care provision is working well. The numbers of children attending vary with the current Covid-19 conditions and furlough arrangements.

## **8. SAFEGUARDING**

The headteacher informed governors that the school had experienced a situation with some Key Stage 2 children using social media apps which were not age appropriate and this had resulted in friendship issues. Staff reinforced messages around e-safety with the children and a letter was sent to parents reminding them of the importance of being aware of what their children are accessing online and of setting up parental controls. Information is available on the school website. It is not possible under the current Covid-19 restrictions to run the usual event for parents on e-safety.

## **9. SSDP UPDATE**

The updated SSDP was shared on Governor Hub prior to the meeting. The headteacher highlighted the following points to governors:

- The school is making good progress towards the priorities on the SSDP.
- The headteacher has liaised with CAT on producing a new document to combine the SEF and SSDP.
- The SSDP places a greater responsibility on middle leaders in school to develop their subjects and provide CPD for staff. For example, the Science lead will deliver

three sessions for the staff. This is good professional development for the subject leader and will also provide valuable CPD for the staff.

**Q. Are the middle leaders comfortable with this way of working?**

R. It is a new way of working for some as they are not used to delivering CPD to staff. It involves researching what staff need and the best way to support them to deliver the subject.

**Q. Are governors still required to arrange virtual monitoring meetings with staff?**

R. Yes, governors are invited to email the headteacher to arrange a suitable time for a meeting. One such meeting is scheduled for Monday 23<sup>rd</sup> November 2020.

**Q. Is support available for middle leaders from CAT?**

R. Yes, there are well-established hubs for English and Maths and the respective subject leaders have attended meetings. There are also Early Years, SEND and Curriculum groups. Covid-19 has restricted the amount of support available during 2020.

## **10. ACADEMY CONVERSION UPDATE**

The chair informed governors that the School Business Manager (SBM) is involved in a considerable amount of work and training with CAT in readiness for the conversion to academy status on 1<sup>st</sup> January 2020. He expressed his thanks to the SBM for her hard work.

## **11. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**

- a) The chair confirmed that he is in the process of handing over the training link governor role to RW.
- b) The chair will discuss the completion of a governor skills audit with Janet Myers, chair of CAT. **ACTION**  
A programme of training will be available through CAT once the school has converted to academy status.
- c) The governor monitoring schedule is complete and is available on Governor Hub. Governors have started working on their link roles and the chair requested that governors consider their roles and how best to fulfil them. The headteacher invited governors to contact him via email to arrange virtual monitoring visits with staff.

**Q. Has the nature of the governor monitoring roles changed?**

R. There have been some changes in who is assigned to the roles but the essence of providing challenge remains. Governors should also be aware of staff well-being and workload under the current Covid-19 situation and monitoring visits should include a focus on the impact of Covid-19.

The chair informed governors that CAT is running a training session on governor challenge on 03.12.20.

The clerk offered set up a folder of governor monitoring resources on Governor Hub.  
**ACTION**



d) PJ carried out a governor monitoring visit on phonics and the report is available on Governor Hub. He informed governors that he gained a good understanding of phonics provision in school and the impact that Covid-19 has had on attainment, especially in Early Years. Staff morale was found to be high.

## **12. EXTRA CURRICULAR ACTIVITIES**

The headteacher informed governors that the school is offering after school activities. A bubble system is maintained to meet current Covid-19 guidance. The provision of such activities is important for the children and also supports working parents.

## **13. SCHOOL POLICIES**

Governors **approved** the following policies:

- RSE Policy
- Safer recruitment
- Capability for teachers
- Capability for support staff

The chair informed governors that, once the school converts to an academy, only statutory policies will be brought to governors for approval. Governors requested that any changes in policies be highlighted.

The headteacher explained that it would be difficult to implement staff capability proceedings due to Covid-19 but that they are not currently required in school.

## **14. MEETINGS**

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

### **Autumn term 2020**

8<sup>th</sup> December 2020

### **Spring term 2021**

21<sup>st</sup> January 2021

25<sup>th</sup> February 2021

25<sup>th</sup> March 2021

### **Summer term 2021**

29<sup>th</sup> April 2021

27<sup>th</sup> May 2021

1<sup>st</sup> July 2021

The meetings will continue to be held virtually in the spring term 2021 and the position will then be reviewed. The school will look to move to Teams as a platform to hold meetings. Governors commented that virtual meetings have proved to be efficient and effective.

## **15. ANY OTHER BUSINESS**

Governors agreed to discuss the following items of any other business:

- Term dates 2021-22
- Inviting Chair of Cheshire Academies Trust (CAT) to FGB meeting
- Communications with the community regarding academy conversion

#### Term dates 2021-22

The headteacher informed governors that Cheshire East have released the term dates for 2020-21. The school will adopt the CAT term dates once it joins the Trust on 1<sup>st</sup> January 2021. These differ from the dates for a maintained school in that there is one less teaching day and the children will return to school on Monday 6<sup>th</sup> September 2021.

#### Inviting Chair of Cheshire Academies Trust (CAT) to a FGB meeting

The chair proposed inviting Janet Myers, chair of CAT, to a governors' meeting to outline the governance structure within the MAT. Governors agreed that this would be beneficial, and that the February 2021 meeting would be a suitable date. **ACTION**

#### Communications with the community regarding academy conversion

Governors discussed how to approach communications within the local community regarding the conversion to academy status and the formation of a Knutsford Hub with Bexton Primary School. It was decided that this requires further discussion at the next meeting of the FGB on 8<sup>th</sup> December 2020. **ACTION**

Governors were asked to post their thoughts on this matter to Governor Hub prior to the next meeting. **ACTION**

## 16. IMPACT STATEMENT

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

- **Ensure clarity of vision, ethos and strategic direction;**  
The governor monitoring schedule has been finalised and monitoring visits are to be arranged.  
Governors approved school policies.
- **Hold the Headteacher to account for the educational performance of the school;**  
Governors reviewed the SSDP.
- **Oversee the financial performance of the school, ensuring value for money;**  
Governors requested further information on the asset register.
- **Promote the highest possible standards for Safeguarding;**  
Governors received a Safeguarding report.

The meeting moved to the Part Two agenda.

Chair: ..... 

Dated: ..... 8/12/2020

