

**THE GOVERNING BODY OF FLOCKTON CE (C) FIRST SCHOOL**

Minutes of the meeting of the Governing Body held at 6.30 pm at the School on Monday, 29<sup>th</sup> June 2020

PRESENT

Mrs H Boyle (chair), Mrs E Bulmer, Mr R Michael, Mrs S Rawling, Mrs E Hirst, Mrs L Burnett, Rev V Keating

In Attendance

Mrs A Sahota (Minute Clerk)

Mrs S Latham (Associate Member)

Item	Minutes	Action												
2908. GOVERNORS CONSENT TO RECORDING THE MEETING	All governors present gave their consent to the meeting being recorded for the purpose of this recording being transcribed into minutes of the meeting and the recording deleted after the approval of the minutes.													
2909. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Mrs J Metcalfe (consent) and Mrs K Rowlands. There were no declarations of interest													
2910. REPRESENTATION	<p>The following matters of representation were noted:</p> <table border="0" data-bbox="472 1042 1839 1281"> <thead> <tr> <th data-bbox="472 1042 846 1074"><u>Appointments</u></th> <th data-bbox="846 1042 1227 1074"></th> <th data-bbox="1227 1042 1839 1074"></th> </tr> <tr> <th data-bbox="472 1074 846 1106"><u>Name</u></th> <th data-bbox="846 1074 1227 1106"><u>Category</u></th> <th data-bbox="1227 1074 1839 1106"><u>Wef</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="472 1145 846 1209">Mrs E Hirst's term of office has been temporarily extended until such time the school is able to run a staff election</td> <td data-bbox="846 1145 1227 1209"></td> <td data-bbox="1227 1145 1839 1209"></td> </tr> <tr> <td data-bbox="472 1249 846 1281">Kirsty Rowlands</td> <td data-bbox="846 1249 1227 1281">Co-opted Designate</td> <td data-bbox="1227 1249 1839 1281">Appointment still subject to DBS check</td> </tr> </tbody> </table>	<u>Appointments</u>			<u>Name</u>	<u>Category</u>	<u>Wef</u>	Mrs E Hirst's term of office has been temporarily extended until such time the school is able to run a staff election			Kirsty Rowlands	Co-opted Designate	Appointment still subject to DBS check	
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2911. MINUTES OF THE MEETING HELD ON 11 MAY 2020	RESOLVED: That the minutes of the meeting held on 11 May 2020 be approved and signed by the Chairman as a correct record.	
2912. MATTERS ARISING	<p>(a) <u>Governors Letter for New Starters (Minute 2897 refers)</u></p> <p>Mrs Boyle advised that the governor's letter for include in the new starter packs had not yet been drafted.</p> <p>Mrs Bulmer highlighted that the new starter packs had already been sent out to parents. It was felt things were still a little unsettled at the moment therefore it was best to wait until September to send the governors letter along with an invitation encouraging parents to consider joining the governing body.</p> <p>(b) <u>Policies (Minute 2896 refers)</u></p> <p>Mrs Bulmer advised that she was currently working her way through uploading the revised polices onto the school website.</p>	
2913. MINUTES OF THE SPECIAL MEETING HELD ON 4 <sup>TH</sup> JUNE 2020	RESOLVED: That the minutes of the special meeting held on 4 <sup>th</sup> June 2020 be approved and signed by the Chairman as a correct record subject to the date of the meeting being changed to read 4 <sup>th</sup> June 2020.	
2914. MATTERS ARISING	There were no matters arising.	
2915. HEADTEACHERS REPORT	<p>The Heads report had been placed on SharePoint for governors to access prior to the meeting.</p> <p>The following points were highlighted, and questions raised:</p> <p>(a) <u>School Context</u></p> <p>The School reopened from 1st June 2020 for children of Key Workers &amp; children with EHCP vulnerable children. There were currently 11 children accessing these places (inc. 1 child with SW and 1 PT with EHCP). Apple class had 15 children in school (50%) of the class with 3 based in Key worker group. Apple class was reopened on Monday 8th for (initially 1 year 1 pupil – this number was currently now at 4) and</p>	

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	<p>from Monday 15th June for EYFS (initially at 3 and now at 7). There was possibly 1 more child starting on Monday.</p> <p>It was reported that the outcome of the 3 admission appeals had been received earlier today; all 3 pupils had been successful in gaining a place in school as follows:</p> <ul style="list-style-type: none"> <li>• One pupil would be going into current reception and moving to YR1 in September.</li> <li>• Another pupil going into the current YR3 and moving to YR4 in September and another child had been accepted into current YR5 which would bring the number of pupils in Elder class to 33 next year.</li> </ul> <p><b>Q: Practically, does that number of children fit in the space?</b></p> <p><b>A: Yes, the children would fit in the space, however the issue comes if the Government restricts schools to 30 pupils in each year group in September. This would make it difficult because Sycamore class has 30, Apple Class is at 24 and Elder Class would be at 33. If we are forced to return in September with numbers limited to 30 this will force us to split Elder class which will cause some issues regards staffing. September will have to be all hands-on deck so I would be happy to go into class to teach in the morning however there would still be an issue in the afternoon. I have asked our KLP if we could continue to use ETA's in a similar way to how we are currently using them, and I am awaiting a response. I envisage the Unions may have some objections to this. It will be a very tricky arranging staffing, and this will take some careful thinking and planning.</b></p> <p><b>Q: How much "wiggle room" is there in terms of us saying we just don't have enough teachers to have all these children in school every day and come up with a plan to have some pupils in some of the time and others at another time (rota)?</b></p> <p><b>A: That is one option. But if it comes down to funding, we could pay ETA's a cover supervisor rate and use them in that way. Mrs Latham has spoken to Amelia in Kirklees finance today and basically; we would have to use our contingency to pay for the additional teaching cover to provide us with the support for the afternoons. The best scenario for us, as a school, would be for us to all return in September as we were before. If there was a confirmed case, we would act as if we were one big bubble and all self-isolate. This way everyone can be where they should be, and we can then focus on the class which we think have fallen behind the most and arrange booster sessions and re-assess them termly. This arrangement would have the least impact in school. The steering group did consider several options covering all the different factors however, we are still in that holding position which is all dependent on what the formal</b></p>	

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	<p><b>instruction will be from the Government.</b></p> <p>Governors would be kept informed and depending on the guidance received if some further discussion was necessary arrangements would be made for a further meeting.</p> <p>(b) <u>Safeguarding</u></p> <p>Number of safeguarding incidents: 0 Number of pupils with a child protection plan in place: 0</p> <p>All teaching staff had completed an online safeguarding training provided by The Key.</p> <p>(c) <u>Special Educational Needs (Sen) And Looked After Children (LAC)</u></p> <p>Number of pupils on the SEN register: 15 this included 1 pupil with an education, health and care (EHCP) plan.</p> <p>It was reported that the EHCP pupil had made visits to school. SENCO and 1:1 (EH&amp;SF &amp; family) had devised a transition back to school plan that had ensured a smooth transition into Part-time schooling. This had been particularly effective, and the child would come in some additional days next week.</p> <p>(d) <u>Health and Safety</u></p> <ul style="list-style-type: none"> <li>• A visit had been made by Gekops regarding the gates - awaiting quotes. SL had also contacted another company recommended by the LA who were due to visit later this week.</li> <li>• Plans for summer works were on schedule.</li> <li>• Apple class lights to be upgraded to LED on Thursday morning</li> <li>• All fire-fighting equipment was serviced on the 8th June.</li> </ul> <p>(e) <u>School Performance and Standards</u></p> <ul style="list-style-type: none"> <li>• No SATs would take place this year</li> <li>• No phonics screening would take place this year.</li> <li>• No EYFS data was required.</li> <li>• It was expected that all pupils would fall behind in progress and this would be able to be monitored more closely once schools reopen.</li> </ul>	

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	<p>(f) <u>School Development Plan</u></p> <ul style="list-style-type: none"> <li>• EB and EH had worked on a 4-year curriculum plan that would feed into 2020-2021 SDP.</li> <li>• Staff were currently writing end of year reports. These would complement the interim reports sent out in March. They would include the necessary statutory information that schools must report on at the end of the year - Teacher Assessment would be judged up to end of March following Government guidelines. Parents would find most children Working Towards year group expectations due to school closures. Attendance data and EYFS/YR2 data would not be included.</li> <li>• EB and EH working on a return to schooling in September curriculum.</li> <li>• EB attended a 'virtual' Arts training course focused around effective use of sketch books.</li> <li>• SRE – The Shelley Pyramid had purchased an online PHSCE package called JIGSAW through the £20,000 Sugar-tax money that was allocated to the pyramid. JIGSAW had high quality resources to enable schools to deliver SRE from September. The School had now received this and would have in-house training on this in September.</li> </ul> <p>(g) <u>Staffing</u></p> <ul style="list-style-type: none"> <li>• Miss Hough's temporary contract in Apple Class (mornings T, W, TH) had been extended for the next year.</li> <li>• Sarah Everett's contract would cease on 31.08.20. She would continue to work 1 day to cover PPA/Management time up until Christmas.</li> <li>• There were 4 staff members working on remote learning. The rest were working within a bubble either KW or Yr R&amp;1.</li> </ul> <p>(h) <u>Parents and Community</u></p> <ul style="list-style-type: none"> <li>• Families were now receiving packed lunches instead of the Edenred school vouchers due to the kitchen re-opening.</li> <li>• Yr 5 had been invited to a school picnic whilst adhering to social distancing measures. This was preliminary planned for 6 or 7th of July – weather pending.</li> <li>• FOF had arranged special leaving gifts. Books, hoodies and a photo collage. These would be given out at the picnic or at home.</li> <li>• SENCO had remotely supported families with referrals.</li> </ul> <p>Mrs Bulmer was thanked for her report.</p>	

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2916. HEADTEACHER WELLBEING	<p>Mrs Bulmer advised governors that all was well in terms of her wellbeing however operationally things had been very busy.</p> <p>The following was shared with governors:</p> <ul style="list-style-type: none"> <li>• As part of the school’s roadmap to recovery a questionnaire had been sent out to all parents today. The questionnaire covered the following: <ul style="list-style-type: none"> <li>➤ the amount of home learning done,</li> <li>➤ the support received from the school</li> <li>➤ any further recommendations /ideas.</li> </ul> </li> <li>• Eighteen response had been received - all very positive especially about the school and the support provided by the teachers.</li> <li>• A questionnaire was also been sent out to children to try and obtain a general view of their thoughts about returning to school eg: what had been their favourite home learning activity?, what they were looking forward to when they returned to school? and if they were nervous about anything.</li> <li>• Some lovely comments/feedback received from pupils which were also extremely positive, and most pupils shared that they were looking forward to returning to school and how they had missed their friends and teachers</li> <li>• Mrs Bulmer agreed to include some of the comments within the SEF.</li> </ul>	
2917. SAFEGUARDING UPDATES	Safeguarding updates had been included in the headteachers report.	
2918. FINANCIAL MANAGEMENT AND MONITORING UPDATES	<p>Mrs Latham was thanked for providing all governors with the latest budget information prior to the meeting.</p> <p>Governors considered the information and felt that the school was in a very fortunate position to have such a healthy carry forward which was mainly due to the excellent financial management by the head and Mrs Latham.</p> <p><b>Q: The 3-year plan – where are we at and where are we expected to be in September?</b>  <b>A: We're working on it now. It will be ready for the first meeting in the new academic year.</b></p>	

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	<p>Mr Michael reported that unfortunately the school had been advised that the additional income generated by the school from the breakfast club and the afterschool club would not be compensated for as loss of income despite the school still incurring the cost for the staff who were contracted to cover those roles. Mrs Bulmer reported that she did not envisage the afterschool club and breakfast club to be up and running in September due to the low uptake however this would be re-assessed if necessary. The current guidance around such provision stated that any before/after school club run internally within school were able to re-open however an area within school would have to be zoned off. It was felt that although, technically the clubs could re-open with the hall area zoned off, there was currently not enough demand to warrant this.</p> <p><b>Q: Have we extended the contract of those staff?</b>  <b>A: Yes, they were extended prior to lockdown.</b></p>	
<p>2919. POLICY REVIEW/APPROVAL</p>	<p><u>Bereavement Guidance</u></p> <p>The bereavement guidance had been placed on SharePoint for governors to read. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• Previously some consideration was given to drafting a bereavement policy – one was not available</li> <li>• The bereavement guidance had been provided by Rupert ??? from the Diocese</li> <li>• It was recognised that it was not possible to have a step by step /one size fits all guide for these sensitive situations –every bereavement would need to be handled individually; being mindful and sensitive to the circumstances involved</li> <li>• It was felt that the Diocese guidance was very comprehensive and could be used to reflect/ refer to if/when needed</li> <li>• Governors highlighted that having read the guidance they were happy to sign up to this guidance</li> <li>• It was felt training would need to be the next step – training was essential to put the information within the guidance into some context and how it could be used most effectively and in the most appropriate situation</li> <li>• Governors acknowledged that the guidance did suggest broaching bereavement, at a child friendly level, annually – it was agreed it would be good practice to include this as part of the annual cycle within school</li> </ul> <p>RESOLVED: That this item be referred to the CFC committee to consider in more detail and for them to</p>	<p><i>Item for CFC committee</i></p>

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	consider what additional scaffolding is required to the guidance and any associated costs.	
2920. ROADMAP TO RECOVERY	<p>Mrs Bulmer provided governors with the following summary of the school's roadmap to recovery:</p> <ul style="list-style-type: none"> <li>• children were quite resilient – since the wider re-opening in June pupils enjoyed being at school, they had settled in very well and had begun to feel like they had never been away</li> <li>• teachers had recognised that the need for pupils to communicate and socialise with friends had increased therefore the first week back in September would be all about communication and allowing pupils to settle back into school</li> <li>• EY – first few days would be spent with YR1 class to allow pupils social interaction to get back to speed</li> <li>• First week back in September – School would return on Tuesday, 8<sup>th</sup> September. Tuesday Wednesday – whole school and New starters would be invited on the Thursday/Friday for “Stay and Play” and in school from the Monday, 14<sup>th</sup> September</li> <li>• Mrs Bulmer and Mrs Hirst had discussed at length how pupils would be tracked – the following was agreed: <ul style="list-style-type: none"> <li>➤ To look at the current assessment – these measured a standardised score and also small increments of progress (eg: a child with a score of 110 on the assessment should score 110 the 2<sup>nd</sup> time tested (average progress) any dip below or any increase could easily be identified and their progress measured</li> <li>➤ This data drop would be done termly</li> <li>➤ They would also look at any different assessment which could be done in between</li> <li>➤ Ensure half termly data drops were carried out so that pupils could be tracked more carefully and thoroughly and any gaps in their learning picked up</li> <li>➤ The KLP had advised it was best to start with each year group where they would have normally started in September and then go back and fill in any gaps</li> <li>➤ The survey carried out would hopefully help identify; those pupils that may not have fallen behind and also those which may have struggled, and it was agreed they would start with these pupils as the focus group</li> <li>➤ All pupils would be looked at together including Pupil Premium, SEND etc and would be part of the package moving forward</li> <li>➤ Elder class –introducing whole class phonics intervention to quickly bring this groups reading up to speed.</li> <li>➤ There would be a key focus on Reading –the introduction of Whole class reading would be increased to at least 3 times a week</li> <li>➤ all Volunteers would be invited into school in the afternoons for 1:1 reading</li> </ul> </li> </ul>	

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	<p>➤ Key focus – Quality First teaching which would involve all pupils being in a class with a teacher and support all morning</p> <p>➤ a mini half termly review and full termly reviews would be conducted to track progress and see if interventions were working</p> <p><b>Q: How will you measure the wellbeing?</b></p> <p><b>A: Wellbeing is the hidden curriculum which is always hard to measure but comes through talking and observing the children. We will try to introduce more outdoor learning and group work. Wellbeing can only really be measured through interaction with the children and observations. Emily Hirst will be looking at the interventions and ways in which these can be tracked. She will look at introducing entry and exit data and track what the children have achieved coming out of the intervention which they would not have otherwise achieved (very similar to baselining and measure the progress as they go through the intervention). Tracking and setting targets so that teachers are also working on the targets in lessons and this will be measured every half term. The interventions will be run by the ETA's in class.</b></p> <ul style="list-style-type: none"> <li>• The library was nearly complete</li> <li>• The plan would be closely evaluated each half term to see if a change of strategy was required.</li> </ul> <p>Mrs Bulmer highlighted that this was a summary of their initial plan which was based on the information to date which may need to be re -assessed when the children arrive in School. From a Health and Safety perspective it was agreed to keep the Risk Assessment in place and under review and tweaked/modified as required dependant on updated guidance and any changes to the school's circumstances.</p> <p>Governors were advised that The Government had introduced the National Tutoring Programme (NTP) this was a government-funded, sector-led initiative to support schools to address the impact of Covid-19 school closures on pupils' learning. The £350m National Tutoring Programme was intended for use by schools to provide one-to-one tuition for disadvantaged pupils by established, approved providers. The funding would subsidise 75% of the cost of tutoring, with the remaining 25% to be made up by the school using existing funds such as pupil premium, or it could be taken from the £650m in additional funding they would also receive. – more information was awaited from the Government with regards to how this would work, where the tutoring would take place and when the funding would be received.</p> <p>Mrs Bulmer was thanked for her roadmap to recovery summary.</p>	
2921. GOVERNOR Q&A	There were no further questions.	

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2922. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meetings of the Governing Body be held at 6.30 pm at the School on:</p> <p>Monday, 7<sup>th</sup> September 2020  Monday, 23<sup>rd</sup> November 2020  Monday, 8<sup>th</sup> February 2021  Monday, 29<sup>th</sup> March 2021  Monday, 10<sup>th</sup> May 2021  Monday, 28<sup>th</sup> June 2021</p> <p>Mrs Boyle reported that she was currently working on a schedule of dates for committees. These would be shared with governors once set. Two committee meetings had been postponed from this term and would be used in the autumn term to focus on the key areas.</p>	
2923. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	RESOLVED: That no part of these minutes be excluded from the copy to be made available at the School.	