

Approved Minutes

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, 30th March 2020

PRESENT

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

In Attendance

Mrs A Sahota (Minute Clerk)

Mrs S Latham (Associate Member)

Item	Minutes	Action						
2870. APPROVING ALTERNATIVE ARRANGEMENTS FOR REMOTE MEETINGS	In line with recent Government guidance the governors agreed to adopt alternative arrangements, for holding governor's meetings, including committee meetings, by using video or teleconferencing applications.							
2871. 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.							
2872. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	There were no apologies for absence or declarations of interest							
2873. REPRESENTATION	<p>Governors noted the following matters of representation:</p> <p><u>End of term of Office</u></p> <table> <tr> <td><u>Name</u></td><td><u>Category</u></td><td><u>Wef</u></td></tr> <tr> <td>Mr R Michael</td><td>Co-opted</td><td>21.4.2020</td></tr> </table>	<u>Name</u>	<u>Category</u>	<u>Wef</u>	Mr R Michael	Co-opted	21.4.2020	
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	<p>Mrs S Pearson Parent 4.5.2020</p> <p>It was reported that Mrs Pearson would not be seeking re-election when she came to her eto in May.</p> <p>Mrs Pearson reported that she had given this matter a lot of thought and decided that she would no longer be able to give the commitment required to the role due to her returning to work full time which would also involve some evening study work. Mrs Pearson stated that she had thoroughly enjoyed the experience and her time as a governor and wished the governors, the pupils and the school well for the future.</p> <p>Governors accepted this news with great sadness and thanked Mrs Pearson for all her hard work, dedication and commitment to the school during her tenure of office.</p> <p><u>Re-appointment/Appointment of Co-opted Governors</u></p> <p>Mr Michael advised the meeting that he was willing to serve for a further term of office, if this agreeable with the Governing Body.</p> <p>RESOLVED: That Mr R Michael be re-appointed as a co-opted governor.</p> <p>Governors considered the application letter submitted by Kirsty Rowlands. Mr Michael and Mrs Boyle reported that they had met with Mrs Rowlands and felt that her safeguarding background would bring some additional opportunities /experiences and how she would be a valuable addition to the Governing Body.</p> <p>RESOLVED: That Mrs Kirsty Rowlands be invited to serve as a co-opted governor.</p> <p>Governors acknowledged that Mrs Rowlands formal appointment may be slightly delayed due to the current Covid 19 situation as the ID check, which was necessary to complete the DBS process would not be possible. It was highlighted that Mrs Rowlands could still join the meeting as a designate.</p> <p>Mrs Boyle agreed to follow this up with Mrs Rowlands</p>	<p><i>Mrs Boyle to advise Mrs Rowlands</i></p>
<p>2874. MINUTES OF THE MEETING HELD ON 10 FEBRUARY 2020</p>	<p>RESOLVED: That the minutes of the meeting held on 10 February 2020 be approved and signed by the Chairman as a correct record.</p>	

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2875. MATTERS ARISING	<p><u>Parking and Dogs in School - Reminder to Parents (Minute 2866 (b) & (c) refers)</u></p> <p>Mrs Bulmer reported that under the current circumstances this was not a problem. It was agreed to pick up on this in due course, when the school re-opened.</p>	
2876. REPORTS FROM COMMITTEES	<p>All available committee minutes had been placed on SharePoint in advance of the meeting and questions requested via email in advance of the meeting.</p> <p>(a) <u>Minutes of the Resources committee meeting held on 27th January 2020</u></p> <p>These minutes had already been covered at the last meeting.</p> <p>(b) <u>Minutes of the CFC Committee meeting held on 4 March 2020</u></p> <p>That the minutes be noted and approved as a correct record. There were no matters arising.</p> <p>(c) <u>Minutes of the Resources Committee meeting held on 16th March 2020</u></p> <p>These minutes were not yet available.</p>	
2877. HEAD TEACHERS REPORT & GOVERNORS QUESTIONS	<p>A copy of the report had been made available to governors, via SharePoint, prior to the meeting. Mrs Boyle thanked Mrs Bulmer for submitting a Heads report, especially under the current circumstances.</p> <p>The following points were highlighted:</p> <p><u>Number on Roll</u></p> <ul style="list-style-type: none"> • 1 child had left to be home schooled. • On Monday 16th March 2020 - 2 children had won their appeals and would start school when it re-opened (1 in yr 5, 1 in yr 4). Unfortunately, the admission of these pupils to Flockton's school roll would be delayed due to their moving date being postponed (COVID-19). The pupils would remain on their current schools roll until they were able to come into school. <p><u>Attendance</u></p> <p>Attendance for each class was listed within the report. Mrs Bulmer reported that she had a few children</p>	

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	<p>absent after the February half term due to the delay in flights from abroad (sand storms) and more recently over the last few weeks the effects of COVID-19. Overall attendance was slightly up (+0.5%).</p> <p><u>Safeguarding</u></p> <p>Number of safeguarding incidents: 1 Number of pupils with a child protection plan in place: 0</p> <p>Mrs Bulmer informed governors of a recent safeguarding incident where 2 pupils had absconded from school leaving through the gap leading onto the field. Luckily, with the quick thinking of the staff and effective use of walkie-talkies, the children were brought back into school in less than 8 mins. Both sets of parents were informed immediately and invited to a meeting. Understandably, both parents were upset about the incident and there had been some heated exchange of emotions. Unfortunately, one of the parents took their child out of school as they made the decision to home educate child, this pupil was no longer on the school roll.</p> <p>Mrs Bulmer advised that in line with their policy the incident was reported to all the necessary people in the LA and Kirklees Emergency Planning. An Action Plan had been created, including how the school would move forward, a timeline of events, measures put in place, H & S and agreed actions. In light of current circumstances, recent advice received was to update the plan to include a potential delay with the erection of the gate due to the Coronavirus.</p> <p>Governors acknowledged the seriousness of the incident however praised the school in dealing with the situation swiftly and professionally and for putting appropriate measures in place to prevent the situation re-occurring again.</p> <p><u>Safeguarding Training</u></p> <p>Prevent training was held on 26.2.20 and In-vacuation Training on 11.3.20 which sue Rawling had attended. It was agreed to look at the policy and procedures relating to these when the school re-opened.</p> <p><u>H & S</u></p> <p>Mrs Bulmer reported that a Health and Safety audit was carried out with Robert Michael & Sonia Latham as a result of the safeguarding incident. It was agreed that a double gate needed to be installed, at the end of the garden/container. Asset Management had carried out a site inspection and had since instructed that they would cover the cost of the survey, but it would be for school to fund the purchase and installation of the gate.</p>	

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	<p>Estimated quotes had been received (in the region of £2k) which were based on installing a gate and railings to match the current loop metal fencing that surrounded the playground. It was reported that this was quite an expensive design therefore alternative options were being explored. In addition, quotes had been received to replace the existing bottom gate leading on to the main road. It was highlighted that this gate was a little loose on its hinges and was very low (1m) therefore a safeguarding concern as children could easily climb over. A small gap by Sycamore Class had been blocked by installing a wooden fence.</p> <p>The erection of the gate had been delayed due to the virus and would be chased up when appropriate. Quotes had also been received for:</p> <ul style="list-style-type: none"> the removal of the log cabin, replacement of the blue flooring and relocation of benches (the quote included painting a white line around the step of the playground to help reduce trips) replacement flooring down the main corridor <p>The toilets had been refitted – there was a little bit of snagging work remaining that needed completing.</p> <p><u>School Performance and Standards</u></p> <ul style="list-style-type: none"> All children were currently working towards expected age related expectations at this time of year. Updated assessments had taken place over the last few weeks but with the current situation in school collation of data had been postponed. EYFS was still exceptionally low. The KLP had set the GLD target at 47% currently EYFS was 40% expected to make a GLD (26% on entry). The effects of school closure would be tracked on these pupils. The Government had announced that there would be no SATs taking place this year and they would work off Teacher Assessments. Furthermore, there would be no phonics screening taking place this year. The Kirklees Learning Partner (KLP) visit by Fiona Denham did not take place due to COVID-19 Mrs Bulmer advised governors that she would work on the SDP and updating the SEF this week & next week. She had met with her mentor and looked at how the SDP could be streamlined. In the current situation, it was envisaged that the school may be closed for the next 3 months. <p><u>School Organisation and Staffing/Coronavirus Update</u></p> <ul style="list-style-type: none"> The staffing structure was included in the report – it was reported that this had changed several times 	

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	<ul style="list-style-type: none"> • Mrs Bulmer reported that from 20.03.20 the Government announced the closure of all schools due to the COVID-19 virus and re-opening as a childcare setting. On 23.3.20 the school opened supporting approximately seven children a day. These were a mixture of children with keyworker parents and vulnerable pupils. • On the Monday only 3 pupils remained in school and by the end of the day both vulnerable families made alternative arrangements and decided they no longer needed to send their children into school, which left no pupils. Advice was sought from the LA and Kirklees Emergency Planning and a decision was made to close the school completely with all staff working from home. • Teachers were setting work through online systems each day ie. Via Purple Mash which the children were already familiar with and could access online from home and Staff were able to comment on individual children's work. • An email response system had also been set up - each class had an email account where the teachers were available for 'live' help between the hours of 10.30 – 12 pm each day. Teachers had prepared workbooks for pupils to take home with a range of activities to cover this week. Each week, they would be sent a list of daily activities to help parents at home. • In addition, Mrs Bulmer had set a project and also some wider curriculum ideas had been provided which included outdoor learning, music and technical and design • Mrs Bulmer was supporting some parents with phone calls throughout the school closure. • A letter had been sent to all pupils today <p>Q: With regards the Pupil Premium children is there any way of knowing if these pupils are accessing the work or means of monitoring if they are using it?</p> <p>A: On Purple Mash it shows who has logged on, so teachers can monitor this to ensure they have logged on and handing in work. We will keep a close eye on this.</p> <p>Q: If pupils don't access the work do we have a plan?</p> <p>A: I have asked SL to purchase a school phone so that I can communicate with parents, were necessary. Everyone does appear to be engaged currently, however it is just the start of it and it will be a case of trying to keep the momentum going and may need reviewing as we go along and put extra support in where it's required</p> <p>Q: What did the letter to parents say?</p> <p>A: The letter highlighted that support was available to parents at home. It highlighted the school's expectations and provided some ideas of what parents could do with their child(ren) at home, a suggested timetable and asking parents to perhaps look at teaching life skills rather than curriculum-based skills and also to ensure that pupils kept up with their reading.</p>	

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	<p>The parent governors highlighted that Mrs Bulmer's letter was very positive and this would have been well received by parents. However, it was suggested that it would be more helpful for working parents if the following weeks expectations were circulated on a Friday, to allow parents time over the weekend to plan, rather receiving it on a Monday morning, which would also allow time for Purple Mash to synchronise. Mrs Bulmer welcomed the feedback and agreed to discuss this with teachers. It was also suggested that purple mash needed to be updated</p> <ul style="list-style-type: none"> • Free School Meals – Julie Manby picked up food packages for the FSM children from Lepton school from 23.03.20 which parents collected from the school. However, when the school closed staff delivered these to the families, whilst still observing the social distancing of 2m. Moving forward the government was introducing vouchers. Children eligible for free school meals would benefit from a national voucher scheme for the sum of £15 per week allowing them to continue to access meals whilst they stayed at home. Details regarding how this would work were expected by the end of the week. <p>Q: Are you aware of there being some confusion amongst parents regarding the refunds from parent pay? Some parents have assumed that money will be refunded straight to their bank rather than online,</p> <p>A: It is something that Sonia will need to check. However, we can send out some communication to parents to clarify that they must go onto their parent pay account and ask to withdraw the funds which will then go to your bank it will not be refunded automatically</p> <p><u>Head Teachers Wellbeing</u></p> <p>Mrs Bulmer advised that the past few weeks had all been a challenging time not only for her but for most Headteachers nationally. The support received had been better in some areas than others, however everyone in school continued to work well. Leading up to the week of closure, daily meetings were held with EH and SL to plan, however with the rapidly changing messages/guidance from the Government plans had to be changed and adapted on a daily basis and sometimes through the course of the day.</p> <p>All staff continued to work well and felt well supported.</p>	
2878. SAFEGUARDING	This had been covered as part of the Head teachers report.	
2879. FINANCIAL	<u>SFVS</u>	

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MANAGEMENT AND MONITORING	<p>Governors were advised that this had been reviewed by the resources committee and recommended for approval to governors.</p> <p>RESOLVED: That the SFVS be approved and submitted to the LA</p>	
2880. POLICY REVIEW	<p><u>Accessibility Plan</u></p> <p>A copy of the reviewed plan was available on SharePoint for all governors. It was highlighted that this had been discussed and reviewed by the resources committee.</p> <p>Q: Is there a separate plan for access within the school, how would someone move around the building?</p> <p>A: The Accessibility Plan also links in with the SEN policy. A child with any disability or SEN need would have their own individual plan or an EHCP and their needs would be covered within this. Also, the council does have a pot of money to make any adjustments, in these circumstances, should the need arise.</p> <p>RESOLVED: That the Accessibility Policy be approved by the Governing Body.</p>	
2881. GOVERNOR TRAINING AND GOVERNOR VISITS	<p>Jill Metcalfe and Sylvia Pearson – Class 1 visit with a focus on Phonics</p> <ul style="list-style-type: none"> • Two visits had taken place on separate mornings • A very positive visit on both occasions • Good teacher pupil ratio and splitting of different abilities • Only 30-minute slot - therefore if there were any hiccups (eg with IT) at the start of the day valuable time could be lost • Children were engaged throughout the sessions <p>Sue Rawling – Invacuation training</p> <ul style="list-style-type: none"> • The training had been very positive, elements of this training could be relevant and applied in church • A few points were identified for action – these would be picked up at a later stage 	

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2882. COVID-19 UPDATE	<p>This had been covered under the Head Teachers report earlier in the meeting. The following additional points were made:</p> <ul style="list-style-type: none"> • Mrs Bulmer advised that staff were currently working from home and still had tasks to do • This was a good opportunity for staff to work in teams • EH and EB had held a Leadership Development day looking at where they wanted to take the school over the next 4 years. From this EB would go back through the SDP and pull out things which would feed into what they had in mind • Going forward – it would be important next year to look at Wellbeing/Mental Health and also provide support for some families • Over the next few weeks looking at teams of people being part of leadership groups 	
2883. ANY OTHER BUSINESS	<p><u>Remote Meeting Feedback</u></p> <p>For those governors that didn't have a web cam found it difficult to be included and would have welcomed the opportunity to contribute but couldn't see so felt they couldn't interject without feeling they were talking over people.</p> <p>It was agreed that the chair would check with each governor individually if they had any points to make / contributions / queries / feedback on items discussed.</p>	
2883. 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>(i) 11th May 2020 (iii) 29th June 2020</p>	
2884. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<p>RESOLVED: That no part of these minutes be excluded from the copy to be made available at the School.</p>	