

## HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the Extraordinary Full Governing Body Covid 19 Meeting held on Thursday 5<sup>th</sup> May 2020 at 5.30pm.

This meeting was held remotely by conference call.

**IN ATTENDANCE:** Jane Howarth (Clerk – Governor Support Service)

		<b>ACTION</b>
<b>1.00</b>	<b>APOLOGIES</b>	
1.01	There were no apologies for absence. Everyone was present.	
<b>2.00</b>	<b>MEMBERSHIP MATTERS</b>	
2.01	The Clerk reported that Sarah Gardner would come to the end of her term of office as Co-opted governor on 12 <sup>th</sup> July 2020.  Sarah was happy to continue for a further four years and governors were happy to support that.  Resolved: Sarah Gardner's term of office was extended until 11 <sup>th</sup> July 2024.  The Clerk agreed to amend the details on Leeds for Learning.	
2.02	It was unclear whether Lindsey Kemp had received the new governor induction pack though she was now set up with an account on Leeds for Learning.  The Clerk agreed to send another Induction pack by email.	Clerk
2.03	There remained vacancies for three co-opted governors. It was not clear if the Headteacher had met with a prospective new governor (National Leader for Education) on 16 December 2019.	Headteacher
2.04	Elisa Whitfield, as new staff governor, was welcomed to her first meeting of the governing body.	
2.05	The Chair asked for details of the 128 check. The Headteacher informed all governors that following the Safeguarding audit, the SCR (Single Central Record) now had an additional column which identified if any governor had previously been barred from holding public office in another setting.  This would be an action for due course, following the Coronavirus situation.	Headteacher/SBM
<b>3.00</b>	<b>DECLARATIONS OF INTEREST</b>	
	There were no declarations of interest with regard to the agenda.	

#### 4.00 MINUTES OF THE LAST MEETINGS

##### 4.01 Resolved:

- That the minutes of the meeting held on 12 December 2019 were agreed as a correct record, subject to Sarah Gardner's attendance being noted, and the Chair would be authorised to sign a copy when the governing body next met face to face.

Clerk – action completed 8<sup>th</sup> May 2020

##### 4.02 Resolved:

That the minutes of the meeting held on 14<sup>th</sup> January 2020 were agreed as a correct record and the Chair would be authorised to sign a copy when the governing body next met face to face.

#### 5.00 REVIEW OF ACTIONS AND MATTERS ARISING

5.01 There were no actions arising from the Extraordinary Meeting held on 14<sup>th</sup> January 2020.

5.02 The following actions were reviewed from the 12<sup>th</sup> December 2019 meeting:

5.02.1 Election of Vice-Chair and agreement of term of office (minute 4.01 refers) – the skills and experience audit of governors would be deferred to the Autumn term.

Autumn FGB Agenda item

5.02.2 Terms of Reference for Full Governing Board and Committees (minute 6.07 refers) – The remaining terms of reference for committees would be deferred to the Autumn term.

Committees Agenda item

5.02.3 JRG monitoring schedule (Minute 6.08 refers) – This would be deferred to the Autumn term.

Chair/Headteacher

5.02.4 Governor development (Minute 6.10 refers) – The pre-Ofsted training arranged for June or July would now be deferred until the Autumn term since the Ofsted window was postponed due to the Coronavirus situation.

Headteacher

5.02.5 Governor development (Minute 6.10 refers) – Two of the three days of support from the NLE (National Leader in Education), Mary Connor, had taken place. It was anticipated that the third would take place in September once school was re-opened. MC would be asked to complete the third day, although it was noted that she would retire in July.

Headteacher

It was reported that during her visits she had showed Alec Scott how to help subject leaders be better, in science and history.

5.02.6 Quality of Education (Minute 9.05 refers) – Jackie Reid had conducted a reading review which had been reported to the JRG Committee.

5.02.7 Agree School Vision and Strategic Priorities (minute 10.02 refers) - Arrangements for the Headteacher to visit two high performing schools within a similar community, in Calderdale and Bradford, in Spring 2020, to seek out and share best practice, were put on hold because of the Coronavirus situation. This would be deferred to the Autumn term.

## 6.00 BUSINESS CRITICAL DECISIONS

6.01 The Headteacher reported that there were three issues with cost implications, arising from the Coronavirus situation, which were:

Postponement of recruitment of SENCo  
Paused MSR process  
Cost of managing Covid 19 interventions

The Chair reassured governors that the Local Authority were seeking information of the financial effects of managing the Covid 19 situation from all primary schools, to be passed to the Schools Commissioner, with a view to recognising the possibility of compensation.

The Headteacher added that both the Authority's finance department and HR support had also made contact to identify processes on hold which would affect school's income and expenditure. ML had reported the interruption to Hunslet Carr's Medical Capability, MSR and recruitment processes.

6.02 ML informed governors that, following a pause to recruitment, guidance was now available for online recruitment to take place for a September start. Governors discussed the SENCo vacancy and decided to proceed with an online ad. to ascertain the calibre of teachers looking for work.

Since the role required whole class teaching of different needs, two days out of five, governors had reservations about an online recruitment process allowing the teaching part of the role to be properly evaluated.

On balance, after further discussion, it was decided that the school had been without a SENCo long enough and it was advantageous to fill the role. The Interview process would include annotation of lesson plans or feedback on a video lesson to help ensure the 'right fit' teacher was selected.

6.03 The Headteacher reported that school was continuing to pay for current agency staff to ensure they were not made redundant and therefore ready for work when school re-opened.

In addition, they had been paid overtime for the Easter opening of school.

A governor questioned this arrangement and suggested that

the Headteacher took legal advice from HR and emailed the result of his enquiry to governors.

- 6.04 As regards the budget, the discovery, following a flood in the basement, that salt had corroded the metalwork encasing the electrics was of concern. The situation had been made safe for now but treatment to remove the salt, treat the bricks and repair the damage would be substantial. Quotes had not yet been obtained due to the Coronavirus situation.

**7.00 MONITORING HOW THE SCHOOL IS CARING FOR VULNERABLE, EHCP AND KEYWORKER CHILDREN**

- 7.01 The Chair asked what the Headteacher felt should be highlighted from the Operation Lockdown document circulated to governors before the meeting.

ML replied that there was a great team spirit between parents, staff and governors, and things were going as well as they could. Everyone's patience and understanding had made the day-to-day procedure much easier.

Staff were in school once every two weeks, SLT once per week and the Headteacher three days/week to care for fourteen children, ranging from Nursery to Year 6 (75% vulnerable and 25% key worker children). This staff/child ratio enabled 1:1 care for those with emotional difficulties.

A governor enquired if this represented all the school's vulnerable children and was told not. Those vulnerable because they had an EHCP (Education and Health Care Plan) were often considered quite safe at home.

An effort had been made to persuade the parents of those children with a social worker to let them come into school. ML reported that some were anxious about their children catching Covid and had declined. These children were seen by staff three times week, when delivering packed lunches, to ensure their safeguarding.

- 7.02 School had chosen not to use the voucher scheme for school dinners due to the bad press surrounding its difficult application.

120-130 packed lunches from the LCC local project, were, instead, delivered by the Inclusion team round the area, either to drop off points for families to collect, or left on the family doorstep.

If a child was not present to chat to staff, a CPoms report was made and the member of staff would return.

A governor enquired about catering for dietary requirements and was told that jacket potatoes were an option.

Another governor asked about the impact of Ramadan. EW informed governors that KS1 children did not fast. Ten Year 5 and 6 children had attempted it but been fed before the end of the day if they needed to eat. Governors accepted that packed lunches could be kept till after sunset if necessary.

The Headteacher was pleased to report that their approach had been shared with, and copied by, other schools in the area.

## **8.00 MOINTORING THE WELLBEING AND WELFARE OF CHILDREN, STAFF AND STAKEHOLDERS**

8.01 The Chair, referring to item 7.01, asked what could be done to challenge a parent's decision if the child was considered safer in school.

The Headteacher re-assured governors that good relationships were in place with those families and conversations, held before the Lockdown, had produced a good working relationship with them allowing for regular checks made on the doorstep by staff known to them.

8.02 The school website had been updated with information about domestic violence.

8.03 A governor asked whether the Easter opening had impacted on teacher's holiday allowance. Advice would be sought from HR regarding this.

The Headteacher pointed out that the Easter opening did impact financially on the agency staff used and on those TAs who were contracted to work term-time only.

8.04 Highlights of the care taken to support staff were highlighted by the Headteacher who described the feedback as follows:

Satisfaction = 7.6/10  
Community = 9/10  
Work/life balance = 9/10  
Happiness = 7.1/10

ML continued that this showed things were going as well as they could be during the Coronavirus situation.

## **9.00 SUPPORT BEING GIVEN TO PARENTS AND CARERS TO HELP HOME EDUCATE THEIR CHILDREN**

9.01 The Headteacher highlighted the information in the Operation Lockdown document, describing how the offer of Amazon vouchers had raised the uptake of Classkick and Tapestry from 10% to 30%.

A governor asked if the cost was worth it since it would impact on the figures going forward to next year. The Headteacher thought it important that staff's efforts were

supported in a bigger uptake of online learning. ML also pointed out that the money allocated to the Easter catch-up classes and Friday evening booster class had not been spent.

On balance it was reported that if the investment supported a lessening of fallback amongst the school's population it was worth it. The Headteacher also welcomed the thanks he had received from the parents of those children receiving the vouchers.

9.02 A governor asked what measures were in place for those children without access to the internet. The Headteacher described four iPads and physical packs with pens and paper being distributed to support children's learning.

9.03 A governor asked about the progress of those vulnerable children who were coming into school and whether they were engaging with the same learning platform. ML responded that they were accessing a different timetable (timetable in the Operation Lockdown document) which included 1:1 reading and maths (number bonds, times tables Rockstars). EW added that for some children the small class size and advantageous ratio of staff to children had produced a significant increase in confidence and progress in reading, especially in those with emotional challenges.

9.04 A governor asked what data was being produced regarding the homeworking arrangements. The Headteacher reported that he felt parents were working very hard. To this end, teachers were adapting work set so that parents could not take over and complete. Feedback to parents was in place for all work completed and submitted.

EW described notes on progress being compiled in school as a body of evidence.

#### **10.00 ANY ISSUES ARISING FROM THE USE OF THE BUILDING IN TERMS OF HEALTH AND SAFETY AND/OR REMOTE WORKING FOR STAFF**

10.01 Arrangements to maintain a DSL (Designated Safeguarding Lead) on site at all times were described by the Headteacher, including phone support of the Headteacher at home, or Inclusion team if delivering food.

10.02 The changed requirements for a paediatric first-aider, since there was child of nursery age on the premises, had resulted in cover for 6 out of 10 days with a risk assessment and alternative activities in place for the other four days.

10.03 The Site Manager was now back at work but, since considered vulnerable, was working at weekends, carrying out all statutory tests (fire, water (legionella) and lift) when the children were not on site.

## 11.00

### **MAKING THE MOST OF THE SITUATION**

Weekly whole staff online learning was in place, covering topics such as PREVENT, FGM (Female Genital Mutilation) and CSE (Child Sexual Exploitation), which the Headteacher reported were areas to be aware of in the community.

NQT, RQT and Subject Leader individual action plans, in consultation with the Headteacher, were underway, with guidance on how, what and where to learn.

EW described Leeds City Council guidance for teachers on work to do as a whole to develop at home.

A governor asked of the arrangements for NQTs since lockdown interfered with their first year's support plan. The Headteacher responded that the instruction had come from the DfE that if they were considered as 'passing' at lockdown, this result would carry forward to September. ML added that this was good news for the school.

## 12.00 **POLICY REVIEW**

12.01 The following policies were put forward for review and adoption, having been circulated to governors prior to the meeting.

SEND Information Report  
SEND Policy  
Single Equality Policy  
Children's Mental Health Policy  
Growth Mindset Policy  
Early Years Foundation Stage Policy  
History Policy  
Art and Design Policy  
Design and Technology Policy  
Science Policy  
Modern Foreign Language (Spanish) Policy  
Religious Education Policy

12.02 The SEND Policy reviewed in November 2019 was on the school website. Governors were happy to approve and adopt.

Resolved:  
The SEND Policy was adopted by the governing body.

12.03 The SEND Information Report had been omitted, in error, from documents circulated prior to the meeting. It would be sent following the meeting and considered as an agenda item at the July meeting.

**Headteacher**  
**Agenda item**  
**July meeting**

12.04 The Early Years Foundation Stage Policy was found to have a typo in it. An amended version would be sent following the meeting and considered as an agenda item at the July

**Headteacher**  
**Agenda item**

	meeting.	July meeting
12.05	<p>Governors were happy to approve and adopt the Single Equality Policy, Children’s Mental Health Policy and Growth Mindset Policy.</p> <p>Resolved: The Single Equality Policy, Children’s Mental Health Policy and Growth Mindset Policy were adopted by the governing body.</p>	
12.06	<p>Governors were happy to approve and adopt the following policies subject to the Chair’s suggestion of the following amendments</p> <ul style="list-style-type: none"> <li>• The addition of a high-level scheme of work for parents to see. The Headteacher thought this a good idea. It would present a progression map and be a worthwhile job for subject leaders during lockdown.</li> <li>• The MFL Policy included Intent and Implementation details but required Impact content.</li> </ul> <p>Resolved: The History, Art and Design, Design and Technology, Science, Modern Foreign Language and RSE Policies were adopted by the governing body.</p>	<p>Headteacher/Subject leaders</p> <p>Headteacher/Subject leader</p>
<b>13.00</b>	<b>ANY OTHER URGENT BUSINESS</b>	
13.01	<p>The Chair was keen to bring to governors’ attention the question of how schools might re-open once guidance and instruction had been received.</p> <p>JH suggested that new Health and Safety issues, with regard to balancing education against minimising the risk to health, would require governors to come together and challenge and/or support the Headteacher once the Local Authority’s proposals were clear.</p> <p>The Headteacher agreed to keep governors in the loop and assured them that no big decisions would be taken without their knowledge.</p>	
13.02	<p>A governor enquired of the budget setting arrangements since the governing body would not meet again till after the extended 19<sup>th</sup> June deadline. The Clerk agreed to take advice on this.</p> <p>Advice from Governor Support Services have made clear that in the current circumstances, though not ideal, the budget can be ratified, following the finance officer review meeting, by the Resources Committee via email. A detailed report of the minutes of that committee should be an agenda item at the</p>	<p>Action completed – 6<sup>th</sup> May 2020</p> <p>Headteacher/SBM</p> <p>Agenda item July meeting</p>

July meeting.

**14.00 DATE OF THE NEXT MEETING**  
Provisionally Wednesday 15<sup>th</sup> July at 5.00pm

The Chair closed the meeting at 6.57 pm