

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 23rd April 2020 at 4.00pm

Signed.....Chair/Vice-Chair Date.....



Barton Primary School

Minutes of the Meeting of the Full Governing Board of Barton Primary School
Held online using Zoom on Thursday 23rd April 2020

Governors Present

Mrs U Hutchinson (UH)	LA Governor, Chair
Mr T Jefferies (TJ)	Parent
Cllr M Price (MP)	Co-opted, Vice Chair
Mr M Snow (MS)	Staff, Headteacher
Mrs K Pye (KP)	Staff

Apologies

Mr P Whiteman (PW)	Co-opted	
Mrs V Bird (VB)	Co-opted	<u>Contacted clerk after meeting</u>

Absence

Mrs N Smy (NS)	Parent
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Non-Governors in Attendance

Mrs S Meredith	Deputy Headteacher	
Mrs A Starnes	Clerk to the Governing Board	
Mr K Whiting	School Business Manager	<u>For finance item only</u>

Vacancies

2x Co-opted Governor

Quorum

The meeting achieved the minimum number to be considered quorate (4) and remained at or above this number for the whole meeting.

Start & Finish Times

The meeting convened at 4.00pm and finished at 5.38pm having considered all the items on the agenda.

Key: **Red:** Action Points, **Blue:** Challenge, **Green:** Support, **Purple:** Ring-fenced funding.

1. Present & Apologies

PW sent apologies. **These were accepted by the meeting.**

Clerk's note: VB contacted the clerk after the meeting and her reasons for not attending were accepted.

2. Order of Business

As agenda.

3. Declaration of Interest

None for this meeting.

4. Minutes and Matters Arising

The minutes from 5th March were agreed as a true and accurate record and will be signed by UH as soon as normal meetings resume.

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Matters Arising: Due to the present circumstances, it hasn't been possible to complete all action points.

A visit report is awaited from VB concerning her March visit with GE – Clerk to follow up.

MP completed a Performance Management audit and will forward to the clerk – delayed due to computer issues.

Tendering for contracts – this is to ensure best value for the school before contracts are agreed. TJ to follow up.

SRE visit – UH will meet with M as soon as practically possible.

The clerk is continuing to work on a policy schedule.

Action Points: 1. Clerk to contact VB regarding visit with GE

2. MP to forward PM audit

3. TJ to contact email KW regarding tendering process

4. SRE visit to take place when practically possible

5. Finance

KW summarised the year end position, which is a lot better than expected. We recovered the deficit by around £2.5k. No official confirmation has been received from the LA as yet. Going forward, this position should give more flexibility with the budget setting. There are 37 children confirmed for September 2020 and the school will have to recruit to cover that. The preferred structure will place additional pressures on the budget setting and we are not completely sure about the amount of grant funding the school will receive. MS's secondment agreement continues to have an impact. Coronavirus hasn't affected the dedicated school grant and all contracted staff are being paid; however, we can't hire the hall and there are no breakfast or after school clubs at present. There is also some uncertainty around SLAs, including Caterlink, and there is a reduced cleaning service. The amount of cash received from parents via the cashless payment system has significantly fallen.

The full end of year budget will be presented to Governors at the next FGB meeting.

[The government said if we need to spend, this should be kept track of.](#)

KW said there is a list of what can be claimed.

The phased return of school will have an impact, in particular due to social distancing.

KW was thanked for his work. KW left the meeting (4.20pm).

6. Governance Matters

2nd Vice Chair: This is a recommendation from Governor Services at the present time. The appointment will be until schools are fully reopen. **TJ offered to take on the role and all Governors agreed.** TJ was thanked for his offer.

Terms of office: The clerk explained that a number of Governors have terms of office due for renewal. UH has been re-nominated as LA Governor by Cllr Geoff Brodie. MP and PW are both happy to continue as Co-opted Governors. At present the election process for parent and staff roles on GBs cannot be followed, so the clerk suggested that NS's Parent Governor role be extended by 6 months until October 2020 and reviewed at that time.

Governors agreed the re-appointment of UH, MP and PW, and for NS's term of office to be extended.

7. Headteacher's Report

MS reported that since the closure of schools, the situation has been quite turbulent. The staff team came together brilliantly and judgement calls were made. NAHT guidance proved particularly useful. It has been difficult with some staff self-isolating. We have identified children who need to come in and lots of families of vulnerable children have been keen for them to stay at home. LAC (looked after children) are in foster care and by definition must be safe. MS, with SM and GE, form the school's safeguarding team and there is a contingency plan in place. The LA is sending forms

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weekly and families' resilience is being tested, leading to more children coming in. Staffing ratios, including 1:1s, are being checked. Social distancing is impossible with these children.

The online curriculum is being updated daily by teachers and there are lines of communication with families. We have broken learning into simple steps and families have been told to get ready for what the next steps might be.

MS spoke about the LA's increased concern for vulnerable children at this time, which was not the school's experience before, and is hopeful that this represents a change of mindset.

8. Safeguarding

The LA are asking schools how they know children are safe. MS said that the school tries to monitor as much as possible and communication is keeping us informed. Several referrals have been made, but social services are overwhelmed.

9. Staffing

There have been 2 resignations, with the staff members concerned leaving to progress their careers. An additional teacher is needed for upper KS2, and another is needed to help cover the September intake.

Several NQTs applied for the junior teaching role and MS and SM are interviewing tomorrow. Whoever is appointed will require support next academic year.

We are losing some experienced teachers and will need extra capacity to help SM and GE, especially as MS's role at Stenbury is continuing for the foreseeable future.

[When will interviews for the senior role take place?](#)

Friday next week – there are 3-4 applicants. Governors haven't been asked to take part yet, due to logistical reasons.

10. Attendance

Already covered.

11. Site

We are still debating what to do regarding the underspend. The caretaker is currently painting and refreshing. The new outdoor classroom is now available for use.

12. Policies

All policies brought to the meeting were approved by Governors.

Alternative Participation – this was agreed at the beginning of the meeting

Home Learning – TJ suggested 2 amendments, which he has emailed to SM. This concerns using Google Meet, as all children have Gmail accounts and are using G Suite – this will cover us. Recordings should be kept for 3 months, rather than 3 weeks, as this will cover us if any accusations are made. The previous period is considered too small a window.

Medical Conditions – [Governors should check that procedures are being followed.](#)

Action Point: UH to speak to PW (H&S Governor) about checking medical procedures

Page numbers also need looking at – MS will speak to LW (office).

13. Date of next meeting

Thursday 21st May 2020 - 4.00pm, FGB – online, using Zoom.

Action Point: Clerk to contact VB and NS after the meeting

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14. Impact of Meeting

- Policies approved – Alternative Participation in GB Meetings; Child Protection and Safeguarding – addendum; English; Inclusion; First Aid; Designated Teacher; Anti-Bullying; Supporting Pupils with Medical Conditions; SEND; Home Learning
- New staff being recruited to cover needs and capacity going forward
- Online curriculum being updated daily and contact being maintained with families
- 2nd Vice Chair elected
- 3 Governors re-appointed for a further term of office
- Budget deficit position recovered

Mrs Hutchinson thanked everyone for their time and closed the meeting at 4.42pm.

Contacts:

Mrs U Hutchinson: Chair of the Governing Board

Contact via the School Office on 522469 or in writing, or via the Clerk to the Governing Board

Mrs A Starnes: Clerk to the Governing Board

Email: alison.starnes@bartonpri.iow.sch.uk

Or in writing to the School Office