

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 18th June 2020 at 3.00pm

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 18th June 2020

Governors Present

Mrs U Hutchinson (UH)	LA Governor, Chair
Cllr M Price (MP)	Co-opted, Vice Chair
Mrs K Pye (KP)	Staff
Mrs V Bird (VB)	Co-opted

Apologies

Mr T Jefferies (TJ)	Parent	<u>Work commitment</u>
Mrs N Smy (NS)	Parent	<u>Medical appointment</u>
Mr M Snow (MS)	Staff, Headteacher	<u>At Stenbury Federation</u>
Mr P Whiteman (PW)	Co-opted	

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 item 5 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 3.00pm and finished at 3.41pm due to being logged out by Zoom.

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

1. Present & Apologies

PW, TJ and MS sent apologies. **These were accepted by the meeting.**

NS had hoped to join the meeting but was unable to before its premature conclusion.

2. Order of Business

As agenda.

3. Declaration of Interest

None for this meeting.

4. Minutes and Matters Arising

The minutes from 21st May were agreed as a true and accurate record and will be signed by UH as soon as normal meetings resume. There were no matters arising.

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5. Finance

KW joined the meeting.

KW sent amendments to the budget, which governors had seen prior to the meeting.

Governors were pleased that the budget was so positive and optimistic.

KW reported that the school has been in a licensed deficit for the best part of 5 years.

Were you allowed to overspend?

Yes, we are allowed to pre-set a deficit budget for 3 years, after which it has to be agreed and becomes licensed. The school just managed to end the last financial year in surplus, which wasn't expected at the beginning of the year. This means the school can effectively start afresh, although official confirmation is yet to be received from the LA. Acknowledgement may come after the budget is submitted.

The budget had to be set in uncertain times and it is hard to know when things will return to normal; however, the school is now in a better position moving forward.

There has been an impact with the coronavirus, although the DfE has honoured all funding promised prior to the pandemic. The school hasn't been able to generate income in certain areas such as hall hire and after-school/breakfast clubs. Staff salaries are being paid as normal.

The main impact has been on spending; however, many of the SLAs remain the same. Some spending, such as classroom resources, has gone down.

The school will be able to claim something back from the DfE if money has been spent against certain criteria. Additional cleaning products and increased cleaning has had to be paid for.

The September budget position looks slightly different due to changes in staffing structure. Two teachers are leaving and four have been recruited, along with 2 LSAs. The support staff increase is yet to be agreed but will probably be 2.75% and this has been incorporated. MS's secondment has been extended, with the bulk of his salary paid by Stenbury. This figure is balanced out by SM's remuneration.

Numbers for September are currently 39, which is an increase on last year and an additional Reception teacher is needed. The number may still rise further. The decrease in the school PAN is unlikely to happen now.

The 3-year plan looks relatively healthy and, without anything unexpected, this should be maintained for a few years.

KW chatted with MP earlier and was asked about taking children with additional needs.

There is one possible child with additional needs joining in September.

Governors praised KW for the excellent job he has done with the school finances. It was noted that the school could have lost its delegated powers had the deficit situation not been avoided.

What about the disruption with MS's continued secondment?

SM is doing an excellent job and it shows the flexibility of the school. It also puts the school in a strong position in future discussions with other schools.

KW emphasised that the budget includes a forecasting "guesstimate" in certain areas. The position will be more accurate when the mid-year budget is presented in November. UH thanked KW again for his work on the budget.

Governors formally approved the budget (proposed MP, seconded VB). KW left the meeting.

6. Governance Matters

UH was sent the latest SIP by SM. It is hard to get accurate overviews at present. Strategies and objectives for September will have to be redrawn. SM has spoken to middle leaders about transition and what children will need when they come back. What form this will take is not known at present, as this is dependent on social distancing guidelines; however, teachers are working hard and trying to think ahead.

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In the first two weeks, children will be teacher assessed to see what they remember from before lockdown, and teachers will then teach skills that children would have learned in the summer term. The new academic year's curriculum will not be followed. Once reviews are completed, SM will look again at the SIP.

[What is the percentage of families that have been able to receive communications and carry out home learning?](#)

We have had conversations; however, some families have found this difficult, whilst others have managed.

7. Headteacher's Report

Attendance has increased and the school has made an effort to get vulnerable children in. At present, there are 50-65 children in per day (nursery, Reception, Y1, Y6, key worker, vulnerable).

Y6 is in 2 bubbles at present, with 10 maximum per bubble. 60% of Y6 children are attending, with 2 spaces. Rainbow room has been set up as spare space.

Y1 has 2 full bubbles and a new bubble is starting on Monday. There are 4 children on the waiting list and staff are available. There are 2 bubbles in Reception and also 2 in nursery.

The key worker/vulnerable bubble is split into year groups and all teachers are in every day.

Other year groups – 10 children (Y5), 11 children (Y4), 10 children (Y3), 9 children (Y2).

Children are having staggered break and lunchtimes.

[How will you cope if the government says that more classes have to come in?](#)

Social distancing will have to be reduced as at present only 10 children can be in a classroom. The school reports weekly on its LAC (looked after children) and weekly calls are made to families. A number of vulnerable children are in school with some able to access online learning consistently, with packs delivered where this isn't possible. CA (FLO) has kept in touch and made socially distanced home visits.

43 children are currently on the vulnerable list and 24 of these are in school in some form or other. All LAC are attending. There is a mix of activities, as well as whole school projects and competitions.

When school returns to "normal", it is important the good home learning strategies developed are maintained, such as teachers modelling lessons.

Some parents have had problems motivating children for home learning, and the school encourages them to do as much as they can. There have also been parents who have said their children are thriving working from home.

[Assuming children are fully back in September, some children will have had a very positive experience of learning during the lockdown whilst others will have done almost nothing. What will you be planning in order to manage this?](#)

Clerk's note: The meeting ended prematurely at this point, due to Zoom logging out.

SM sent an answer to the above question via email:

In the first two weeks of September, we will be doing some 'benchmarking' or assessments of where the children are in terms of their learning prior to the lockdown; this will take the form of pupil conferencing and assessment activities, not tests. More importantly however, will be the need to assess the social and emotional wellbeing of the children to ensure that they are well supported in their transition back to school. This will be done through pupil conferencing and circle time in the first instance. Interventions and ELSA sessions (emotional literacy and social skills support) will be provided, if necessary, for individuals and small groups. This will be made easier by the fact that each phase team will consist of at least 7 members of staff.

After this time, we will be teaching the children what they would have been learning this term (summer) focusing on the skills rather than the content. After October half term, the children will be given the NFER tests for Reading and Maths which are usually administered at the beginning and end of the year. These results will show the progress that the children have made since September 2019 and, of course, inform teachers' planning for the remainder of the term.

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8. Safeguarding

Covered under item 7.

9. Staffing

Covered under item 7.

10. Attendance

Covered under item 7.

11. Site

Not covered due to meeting finishing prematurely.

12. Policies

Not covered due to meeting finishing prematurely.

Clerk's note: Policies were emailed to governors and a deadline given for comments to be received, after which the policies were deemed as being approved.

NS sent a response as follows:

Just a suggestion with my work hat on and also safeguarding governor for Barton - is it worth including 'work experience students' so that there is a clear acknowledgement of student (post-18) and work experience students (pre-16)? We have a duty of care from a safeguarding point of view for all when they are in our care at Barton whether it is for one week, one day or one year.

SM acknowledged NS's suggestion and this has been incorporated in the relevant policy.

With no further comments received, the policies are now approved.

13. Date of next meeting

Thursday 16th July 2020 - 4.00pm, FGB – online, using Zoom.

14. Impact of Meeting

- End of year budget approved - school now in surplus
- More staff recruited
- Attendance has increased and more children are returning to school
- Plans being put in place for September
- Guidance for Volunteers and Students; Volunteers, Students and Agencies in School policies approved (via email)

The meeting did not conclude as normal due to Zoom logging everyone out at 3.41pm.

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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

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Or in writing to the School Office