



Minutes of the extraordinary meeting of the FGB held on 28th April 2020 at 10am by video conference

Present: Ms J Hudson (Chair), Ms T Clarke (Headteacher), Dr A Pawley, Mr D Allen, Mr B Twist, Mr G Whitmore, Ms F Moxon

In Attendance: Ms D Rees (Deputy Headteacher)
Ms D Waters (SBM)
Ms B Kybett (Governance Advisor, CYC - Clerk)

1. WELCOME, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

The Chair welcomed everyone to the meeting,

Apologies for absence were received from Mr M Snowden and Ms A Last. Ms C Johnson was absent without consent.

There were no new declarations of interest.

2. MINUTES OF THE MEETING HELD ON 16TH MARCH 2020

Previously distributed.

Resolved: Governors considered and approved the minutes of the meeting held on 16th March 2020 as a true and accurate record of the meeting. The Chair was duly authorised to sign them at the next face to face meeting.

3. ACTION PLAN AND MATTERS ARISING NOT INCLUDED ON THE AGENDA

It was agreed that the action plan should be deferred to the next face to face meeting.

Matters arising:

There were no matters arising.

4. PREDICTED 2019-2020 OUTTURN AND START BUDGET 2020-2021

Previously distributed.

The SBM reported that the outturn for 2019-2020 would be a surplus balance of £30k. As £27k of this figure was a committed reserve for the MUGA, the actual outturn would be a surplus of £2.6k. The SBM advised that an in-year surplus was also forecast for the following year but a deficit was predicted for 2021-2022, due to rising

expenditure but static income. The SBM commented that it was likely that income would increase but as there was no guarantee of this, she could not include it in the budget.

The SBM reported that the cumulative carry forward had increased to £51,544 for 2019-2020 and even in two years' time, this surplus would still be around £50k and therefore the overall financial position was healthy, certainly for this year and the next, with the third year being more difficult to predict. The SBM cautioned that this positive picture could be impacted by, for example, more children who needed support joining the school. The SBM invited questions.

A governor asked if the budget had been adjusted for any impact from the COVID-19 emergency. The SBM responded that no adjustments had been made at this stage. She advised that the school had borne the cost of free school meal (FSM) vouchers, which might be refunded, and there would also be a loss of lettings income. She had calculated the loss as being £10k up to 22nd May, but she considered it likely that Universal Infant FSM funding would be expected to offset the cost of FSM vouchers. The SBM reported that Caterlink were only charging the school for staff salaries; all catering staff were being paid 100% of their salary, with 80% to be refunded through the government's furlough scheme. The other 20% funded by the school would cost about £350 a week. In summary, the SBM estimated that whilst there might be some income due from the government, the overall impact of COVID-19 was likely to be cost neutral.

Finally, the SBM reported that next year's budget did not include any increases to staff salaries which might result in movements to or through the upper pay scale, but this was likely to change, resulting in increased staff costs. The Chair asked if there was any information on how performance management would be handled now that schools were closed due to the COVID-19 emergency. The Headteacher responded that the unions had advised that performance management should cease whilst schools were closed, although teachers were continuing to work very hard to provide online lessons for pupils. The Chair queried how the hiatus in the performance management process would affect pay. The Headteacher explained that progression was likely to be presumed agreed if teachers had previously been on course to meet their targets. There was also a possibility that the performance management cycle would be extended.

Resolved:

Governors unanimously approved the 2020-2021 Start budget and the Chair was duly authorised to sign the budget for return to the LA.

Governors thanked the SBM for her report and for her work on the budget.

5. HEADTEACHER'S UPDATE

The Headteacher shared with governors her plan for reopening the school, once this was permitted by the DfE. She highlighted the areas which were being considered:

- Partial or staggered re-opening: there was as yet no guidance on how this might work but the school would adhere to whatever guidelines were put in place.
- Staff sickness absence management: the school would need to have sufficient staffing capacity to re-open safely.
- Admission of new pupils: the list of new Reception pupils had been received and new parents would be sent a welcome letter.

At this point, a governor queried whether, as all schools would need a plan for re-opening, there was not a central resource for developing this. The Headteacher responded that it had been left to schools to write their

own plans which, although time consuming, was helpful in terms of giving appropriate consideration to all the possible issues. She added that she had worked with the headteachers at St Oswald's and Naburn primaries to draft the plan.

The Headteacher continued through the action plan:

- No new pupils would be admitted to the school until September, with the exception of one admission which had already been agreed.
- The SDP would be re-worked to take account of the school's closure and subject leader plans would be revised.
- Budget setting for the next financial year was now complete: the Headteacher thanked the SBM for her work on this.
- All additional expenses resulting from the school closure were being logged.
- Classroom resources for September were being ordered.
- Maintenance work on the school building was continuing and records kept of any work not being completed; the kitchen renovations had been put on hold.
- Deep cleaning would be carried out before pupils returned.
- In terms of governance, governors would continue to be involved in all strategic decision-making including around re-opening the school; consideration needed to be given as to whether to hold working party meetings.

With reference to this last point, the Chair commented that the advice from the DfE and NGA was for governors to focus on business critical discussions and decisions and therefore it would not be appropriate for working parties to meet at this time. She proposed suspending all working party meetings, and continuing to meet as an FGB as necessary. Mr Whitmore expressed some concern that the Health and Safety working party had not met since September. He queried whether a workplace inspection could be completed in the near future. The SBM agreed that she would undertake a workplace inspection.

Action: the SBM to undertake a workplace inspection and share the outcome with Mr Whitmore.

The SBM advised that the LA audit inspection scheduled for April had been deferred until the school re-opened.

Mr Whitmore asked the Headteacher to update governors on how staff and children currently attending school were being kept safe. The Headteacher reminded governors that as the school building was closed, Fishergate pupils were attending St Oswald's school where they were being cared for. She advised that there were small numbers attending; pupils from different schools were kept separate and only supervised by staff from their own school. There was a strong focus on frequent handwashing and cleaning of resources and classrooms. All DfE and LA guidelines were being followed. Mr Whitmore thanked the Headteacher for this reassurance.

Returning to her action plan, the Headteacher highlighted:

- Meeting pupils' emotional and behavioural needs once school re-opened could be more challenging; teachers would focus on maintaining routines.
- All children would be monitored and extra support put in place where needed; the Wellbeing worker will also support the school and, to add further capacity, one EYFS TA would be ELSA trained.
- In terms of teaching and learning, preparation for September 2020 had begun.
- When school re-opened, teaching would continue from where it ended in March; key skills and knowledge would be prioritised.

- If the school did not re-open until September, there might have to be revisions to long term planning.
- There would be no assessments carried out until November, as the maximum time available would be given over to teaching.
- Teachers were already working on reports.
- Transitions were being considered and plans were in place for teachers to move with their class from one phase to the next.
- Year 6 pupils had been contacted to reassure them that they would have opportunity to take part in the traditional leavers' events.
- Actions to address gaps with vulnerable children were already being identified.
- There was regular contact with vulnerable families.

The Headteacher provided further details of the online teaching which was in place whilst the school was closed and the measures being taken to ensure that the school community remained connected. The Headteacher paid tribute to her staff team for their willingness to adapt to these new ways of working.

The Chair thanked the Headteacher for her extremely comprehensive plan and thanked the staff team on behalf of governors, noting that the children's engagement in online learning was testament to the staff's work.

The SBM wished to record her thanks to Mrs Deighton and Mrs Butterworth for covering her sickness absence. The Headteacher added that Mrs Deighton had been going the extra mile to download FSM vouchers from the new central system, which had proved extremely difficult due to national demand.

Governors thanked the Headteacher for her update.

6. ANY OTHER URGENT BUSINESS

There was no other urgent business.

7. DATE OF NEXT LGB MEETING TO BE HELD AT 6.00PM

- 6th July 2020

It was agreed that the meeting scheduled for 11th May should be cancelled as this had been scheduled primarily to approve the Start budget. Governors agreed that, should it prove desirable, another FGB meeting would be arranged before the next scheduled meeting on 6th July.

The meeting closed at 11.10am.

Approved

Ms J Hudson
Chair

19/06/2020

Date

Action Points from the meeting of the Full Governing Body held on 28th April 2020

Action		Item	Who	When
1	Undertake a workplace inspection and share the outcome with Mr Whitmore	5	SBM	ASAP

APPROVED