



Minutes of the virtual meeting of the FGB held on Monday 28th September 2020 at 6pm

Present: Ms J Hudson (Chair), Ms T Clarke (Headteacher), Dr A Pawley, Mr B Twist, Mr G Whitmore, Ms F Moxon and Mr M Snowden.

In Attendance: Ms D Waters (SBM)
Ms D Rees (DHT)
Ms M Riley (Governance Support Officer, CYC – Clerk)

1. WELCOME, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Ms C Johnson, Mr D Allen and Ms A Last.

There were no declarations of interest.

2. MINUTES OF THE LAST MEETING HELD ON 13th July 2020

Previously distributed.

Resolved:

Governors considered and approved the minutes of the FGB meeting held on 13th July 2020 as a true and accurate record of the meeting. The clerk will add approved to the final copy and return them to school.

3. ACTION PLAN AND MATTERS ARISING

With reference to the action plan from the FGB meeting held 13th July 2020:

Action Point 1: on the agenda

Action Point 2: Completed

Action Point 3: Completed

Action Point 4: Completed

Action Point 5: Completed

There were no matters arising from the minutes.

4. CODE OF CONDUCT

Governors approved the Fishergate Code of Conduct.

5. GOVERNORS SAFEGUARDING

The Chair reminded all governors to complete the online safeguarding training and send certificates to the clerk.

6. HEADTEACHER REPORT INCLUDING FINANCE

Finance

The SBM reported there had been a surplus of £16,000 and now the school had a deficit of £2,000 which was a variance of £18,000, this was mainly due to Covid expenses of £10,000. The SBM continued explaining the funds delegated by the LA had changed due to an increase in teacher's pension grants. SEND funding had altered slightly and Pupil Premium (PP) was £13,000 less than expected. They would be receiving £14,000 from the Government for the catch up funding and they had received payments for hosting a student and maths funding. The school had received no payments in lettings due to Covid however they were hoping to receive £11,000 in lettings after Christmas. They had received an additional grant of £6,000 from the University

The SBM reported on expenditure and informed the governors there had been changes in support staff which meant that costs had risen by £13,000. Pay increases for teachers had been estimated at 2% however it was a 2.5% rise. They had increased the cleaning team's hours up until December due to Covid and they had overspent in administration and clerical costs. Midday Supervising staff (MSA) was mainly covered by TAs, the energy costs had risen and they had spent more on hygiene supplies. The school were claiming £10,700 back for Covid costs. After assessing the school furniture, they realised the chairs in the IT suite needed replacing and the Multi Use Games Area (MUGA) and car park extension plans were being delayed until after Christmas. The capital had increased due to needing a new interactive whiteboard. When the outdoor classroom was completed it will have cost £24,000. A governor questioned the forecast sheet, in particular the staff costs which seemed to rise in the last two financial years 2023/24 and 2024/25.

Action: The SBM agreed to look into the staff costs rise in the last two financial years 2023/24 and 2024/25 and report back.

A governor queried if the school would still be receiving payment for supporting Naburn Primary, the Headteacher responded they had not been asked to support Naburn Primary again and if they were asked to support them the Headteacher would need to turn it down due to Covid taking much of her time.

The Chair thanked the SBM for the report.

6.40pm - The SBM left the virtual meeting.

Headteacher's Report

The Headteacher reported the first three weeks back in school had been a positive experience, the children had settled, parents had been supportive and staff had been outstanding.

Attendance – This was at 95% which was a good start, some classes had been closer to 90% due to children needing to quarantine. There had been no positive cases of Covid in school.

Routines – The routines, such as staggered starts and finishes, had worked well and there was only a slight issue with where parents were picking up but this was being addressed. She added there was no flexibility in their routines and were using Higher Level Teaching Assistants (HLTA) where possible, however if a member of staff needed to be off school they would need to use the supply budget.

Contingency Plans – Between the Headteacher and Deputy Headteacher they were covering any MSA cover needed. The MSAs were critical to the bubbles and keeping safe. There were lots of positives, such as the behaviour was more settled due to year groups going out into the playground at different times.

Recovery Plan - The staff had noted the gaps in pupil's learning were in handwriting, basic sentence structure, times tables, basic calculation skills and phonics. They had also noted gaps in their learning skills such as resilience, stamina and focus. The gap for the disadvantaged had become wider. All pupil's would have a baseline assessment before October half term, interventions were ongoing, nurture groups were running and the Year 5/6 cohort were taking part in daily spelling skills. The Chair queried what the contingency plan was if the school needed to close, the Headteacher replied they would discuss this when looking at the Home learning policy later in the meeting. A governor commented it was good they were thinking ahead to if this happened, he then **challenged** were any areas of the curriculum being sacrificed due to the catch up needed. The Headteacher explained the timetable was kept nearly the same as before lockdown; physical exercise, forest school and creativity were all still in place. The Chair asked if parents had shared their views about returning, the Deputy Headteacher replied parents were happy their children were back in school. The Chair queried if they had sent out a parent and staff questionnaire, the Headteacher responded they had sent parents a questionnaire focused on home learning during lockdown. A governor highlighted the parents were happy but the biggest change had been parents not being able to go into school but the teachers were dealing with this through phone calls to families. Another governor suggested rather than a specific survey the school could ask for parent's for suggestions on how the routines could run even smoother, the Headteacher agreed.

Action: The Headteacher will ask parents for any suggestions on how the routines could be smoother.

The Headteacher informed the governors the wider opening plans had been updated, they had reviewed the staggered start times and altered accordingly, all children came to school in their PE kits on PE days, staff would wear masks on the playground and the parents evening appointments would take place via the telephone or Zoom. A governor suggested adding in about parent volunteers which the Headteacher agreed to.

School Development Plan (SDP) 2020-2021

The Headteacher explained the priorities were based on last year's due to needing longer to achieve them. The priorities were:

1. To continue with the reading and maths focus.
2. SEMH needs were being addressed throughout the year and they were ensuring there was high quality home learning in place.
3. To implement a recovery plan focusing on the curriculum.
4. To support and mentor HLTAs.
5. To improve work/life balance.

A governor suggested priority three could include work around Black Lives Matter including diversity. The Headteacher agreed and would add this in.

Action: The Headteacher will include work around Black Lives Matter including diversity in priority number three of the SDP.

7. SAFEGUARDING (Standing item)

The Headteacher reported there were no issues, the safeguarding leads met weekly and they used CPOMS in school to track any concerns.

8. POLICY REVIEW

Pay Policy – The governors and clerk discussed the pay policy as it had not been released in time for the FGB.

Action: The clerk will send out the pay policy to all governors when it is released. The Chair will take Chair's Action to approve before the Pay meeting and the next FGB and this will be reported at the FGB in November.

Safeguarding Policy – A governor highlighted some of the wording within the policy on page 15 under E-safety 'Children are encouraged to use the internet as much as possible' and suggested this needed altering, the Headteacher agreed.

Action: The Headteacher will alter the wording in the following sentence 'Children are encouraged to use the internet as much as possible' in the Safeguarding Policy.
Policy Approved with the alteration made above.

Home learning Policy – The Headteacher explained the policy had been completed in staff meetings and the DfE guidance was attached to the policy. The changes to the policy were on expectation, the children had to engage and complete home learning activities. Two children who had returned from abroad recently were hand delivered paper learning packs to complete. The learning would match what was being taught in school and teachers would send Oak Academy and White Rose Maths links also. For families who did not have internet access, they would receive paper copies and would be able to borrow chrome books. If a whole bubble needed to self-isolate, children would have an exercise book for day one and then move to online learning. The Headteacher pointed out some of the changes to the home learning had been as a direct result of feedback from parents and staff. Lessons would be posted on Google Classroom by 9am and the teacher would be available at 9am and 1pm live on Google Meet. The Deputy Headteacher added some families had requested live lessons so these were being offered in the 9am and 1pm slots to try to cater to everyone's needs. The Headteacher explained the lessons would be numbered to make it easier for parents and they had added a section in the policy for Early Years which included offering online story times and phonics. Whole school assemblies would continue online and the class teachers would be tracking pupil's completion of work. A staff governor would create video tutorials for parents and all teachers would take their Planning, Preparation and Assessment time (PPA) on Wednesday afternoons. The Chair commented it was a comprehensive document.

Approved.

9. GOVERNANCE MATTERS

Health & Safety Working Party– Mr G Whitmore, Ms J Hudson and Mr B Twist.

Pay Committee – Ms J Hudson, Dr A Pawley and Ms F Moxon.

Action: The Chair requested the clerk to add the dates for meetings to Decision Time.

10. CORRESPONDENCE

The Chair reminder all governors they had received the autumn term training from CYC and to please book on to training which was all online.

11. ANY OTHER BUSINESS

None

12. Next FGB 23rd November 2020 at 6pm on Zoom

The meeting closed at 7.45pm

Future FGB agenda items:

- Pay Policy approved using Chair's Action.

Approved

Ms J Hudson
Chair

23/11/2020

Date

Action Points from the extraordinary meeting of the Full Governing Body held on 28th September 2020				
Action		Item	Who	When
1	The SBM agreed to look into the staff costs rise in the last two financial years 2023/24 and 2024/25 and report back.	6	SBM	By the next FGB in November
2	The Headteacher will ask parents for any suggestions on how the routines could be smoother.	6	HT	By the next FGB in November
3	The Headteacher will include work around Black Lives Matter including diversity in priority number three of the SDP.	6	HT	By the next FGB in November
4	The clerk will send out the pay policy to all governors when it is released. The Chair will take Chair's Action to approve before the Pay meeting and the next FGB and this will be reported at the FGB in November.	8	Clerk/Chair	By the next FGB in November
5	The Headteacher will alter the wording in the following sentence 'Children are encouraged to use the internet as much as possible' in the Safeguarding Policy.	8	HT	ASAP
6	The Chair requested the clerk to add the dates for meetings to Decision Time.	9	Clerk	ASAP