



## Minutes of the virtual meeting of the FGB held on Monday 24<sup>th</sup> January 2022 at 6pm

**Present:**

Ms J Hudson (Chair)	Mr M Snowden
Ms T Clarke (Headteacher)	Mr D Allen ( <i>from 6.05pm</i> )
Dr A Pawley	Ms H Thomas.
Mr B Twist	Ms A Last ( <i>from 6.15pm</i> )
Mr G Whitmore	

**In Attendance:** Ms D Rees (Deputy Headteacher)  
Mr D Pennington ((Year 2 teacher) (*until 6.32pm*)  
Mrs T Ford (Governance Support Officer, CYC - Clerk)  
Mrs B Kybett (Governance Advisor, CYC)

### 1. WELCOME, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

The Chair welcomed everyone to the meeting. There were apologies received from Mrs C Johnson and Ms F Moxon with consent.

There were no declarations of interest.

### 2. SUBJECT LEADER REPORT – Physical Education update by Mr David Pennington

Mr Pennington explained the school's previous focus was on competitive sport but as a result of the pandemic, this had moved to a focus on activity levels.

*(Mr Allen joined the meeting at 6.05pm)*

A lot of the sports premium had been utilised to promote activity levels and to ensure that children were active in school. The school had been awarded the platinum level Sportsmark and continued to work towards maintaining this.

Mr Pennington advised that an online survey was used to track activity levels and that physical activity between lessons was being encouraged. The children used to do the "daily mile" in school, but this had changed to a "once in a while" mile, because of staggered breaktimes. He reported that teachers were incorporating active learning training in lessons and had introduced "wake up and shake up" exercise in the playground, which the Sports Council was leading. The following activities were also being re-established:

- Forest schools
- swimming
- having enrichment activities eg. taster boxing sessions
- a focus on healthy eating.

Mr Pennington referred to the plans to install a MUGA on the school field which the school hoped to fund with the Sports Premium. The school had attempted to bid for Sports England funding but the project did not meet the criteria as it was not a big enough area for community use. They had been obtaining quotes from various companies for the project and work was due to begin at Easter. Mr Pennington provided further details around the size of the MUGA and the planned use. He advised that there was a large amount of earth to be removed before the MUGA could be installed and explained how this might be disposed of. There was further discussion on this as a final decision was yet to be made. Governors agreed that they need to be mindful of any potential issues arising from the earth removal.

A governor asked if the school had noticed if the children's activity levels have got worse during lockdowns. Mr Pennington responded that this had been very noticeable but varied, depending if children had gardens to play in at home. The school had increased the children's activity levels in school gradually.

A governor asked if the school had provided any online Joe Wicks style activity during lockdowns. Mr Pennington agreed that this had taken place, through the partnership.

*(Ms Last joined the meeting at 6.15pm)*

A governor asked how often children had PE lessons. Mr Pennington responded that they were offered two hours a week. One hour was provided by the school and the 2<sup>nd</sup> lesson was provided by Total Sports. He explained that it had been difficult to offer the full range of sports due to COVID restrictions and provided details of what had been put in place to increase activity levels in lessons.

A governor acknowledged that the main challenge was to keep children fit and healthy. The Governor asked if the school still received the Sports Premium. Mr Pennington confirmed that the Premium was still received; he explained that it was an amount paid per pupil and the school could use the funds at their discretion. The premium had increased to £20K this year in total and its allocation was published as a report on the website. Half of this year's allocation had been spent and the other half would be put towards the MUGA.

A governor asked if the cost of the earth removal had been costed into the project for the MUGA. Mr Pennington explained that it had not. Mr Allen reported that the SBM had been sourcing quotes for moving the earth and had looked into possibly selling the topsoil. The removal would cost around £1600. There was further discussion on the earth removal, particularly with respect to possible archaeological heritage issues which might emerge. The Headteacher remarked that it would be sensible to investigate potential issues first as the school would need to know if there was any risk of delay. Governors agreed a risk assessment would be sensible in the circumstances.

The Chair thanked Mr Pennington for his report and he left the meeting at 6.32pm

### **3. MINUTES OF THE MEETING HELD ON 22 November 2021**

Previously distributed.

The minutes from the FGB meeting held on 22<sup>nd</sup> November 2021 were confirmed to be a true and accurate record of the meeting.

### **4. ACTION PLAN AND MATTERS ARISING NOT INCLUDED ON THE AGENDA**

There were no matters arising.

## 5. HEADTEACHER'S VERBAL REPORT

The Headteacher advised that COVID still dominated everything in the school and had been as disruptive this term as the lockdowns. Since the beginning of year, the school had had 12 adults and 64 children testing positive. Currently there were four teachers, four Teaching Assistants along with 40 children off school with COVID. The school have sent letters to parents informing them of their COVID numbers and had received a supportive response. The Headteacher commented that the situation was uncertain and advised that some children had tested positive for COVID for the second time but were not generally suffering with many symptoms. However it was not the same for many adults who had been quite poorly.

The Headteacher reported that, after a discussion with the Chair, she had decided to advise parents she might have to close classes due to staff absence as the school had been unable to obtain sufficient supply teachers. They had already moved their Teaching Assistants around. The Headteacher explained that they were expecting a supply teacher to join them imminently but this teacher had also tested positive for COVID. She advised that school outbreaks were no longer a matter for Public Health and school would operate as long as sufficient staff were available; if not they would move to online teaching.

A governor asked if children had been wearing face masks. The Headteacher explained that it was mandatory but they could wear face masks if they wanted to and some were. The Headteacher explained that staff continued to wear masks in communal areas. In response to a question, the Headteacher explained that COVID measures would continue for as long as was felt necessary.

The Headteacher advised that the school had been asked to support Naburn Primary School by the Local Authority, particularly with Early Years teaching, behaviour and the curriculum. The Headteacher reported that she would be working with the current Acting Headteacher at the school for half a day a week, and would share best practice as well as acting as a sounding board. The Headteacher confirmed that the school would receive a financial incentive to assist Naburn School so this would also be positive for their budget. The Headteacher felt that as Fishergate had such skilled teachers and Teaching Assistants, it would be a valuable experience for all parties. A governor highlighted that this could be time consuming for the school and questioned whether it might impact on Fishergate staff wellbeing. The governor asked if the Headteacher would be able to reconsider if the support proved too time consuming. The Headteacher agreed that staff would step back if they were under too much pressure and confirmed that the financial incentive was based on the number of hours worked, rather than a set number of hours.

The Headteacher reported that the school were having a new outside Portakabin classroom delivered and this should be ready after the half term for use for intervention groups. The Headteacher also advised that a new site manager had joined them at the beginning of term and had settled in well.

The Headteacher advised that subject leader had met on the training day in January where discussions took place covering short, medium and long term planning. A Local Authority review would take place on 10<sup>th</sup> February 2022, and the Headteacher considered that the school was in a good position for this.

The Headteacher was pleased to report that the Y5/6 children would be visiting Robinwood at end of the week, subject to COVID.

The Headteacher explained that she had received an email from the Headteacher of Fulford School regarding the school's future plans in terms of conversion to academy status and joining South York Multi Academy Trust. Governors were agreed that their decision to remain as a Local Authority school was not likely to change in the foreseeable future. The Headteacher confirmed she will have a follow up conversation with the Headteacher at Fulford school and would report back at the next meeting. **Action: Headteacher.**

The Chair thanked the Headteacher for her report and asked the Headteacher to pass on governors' thanks to all staff for their efforts.

### **5.1 School Development Plan update**

Previously distributed.

The Headteacher shared the School Development Plan and explained that for all the priorities, any text still in black meant that work had not yet begun on the actions. The text highlighted in yellow meant that work had started, and the green highlighted text meant that this work had been completed.

#### **Priority 1 - Raising Achievement**

The Headteacher was aware that there is a lot of work to do in Early Years on closing gaps. There was a focus on Phonics, Spelling and Vocabulary, and the children had started to make good progress. She highlighted progress made against other actions.

A governor asked when they would see the evaluation of the work being done. The Headteacher advised the success criteria would be shared with governors at the end of the school year along with the data. They do monitor this each term but said it will be more useful to show the Governors at the end of the school year.

#### **Priority 2 - Behaviour and Attitudes**

The Headteacher explained that staff were working to address gaps in learning by reviewing what the children had been taught and moving them on as quickly as possible. The Headteacher highlighted they have skilled teachers in place so this process was going well. She explained that, due to COVID, Year 3 had missed most of the Year 2 curriculum, so they were working with Year 2 objectives.

Mr Snowden explained that they knew what their disadvantaged pupils needed from the curriculum and were aware that there had been more of an impact from COVID on their disadvantaged children. Matthew advised that they used mixed ability pairs to support learning. He also explained they had a good relationship with SPARK and the children could choose their own books. Matthew confirmed the school worked with Leicester Local Authority using the BOSS project which helped families with children who have challenging behaviour.

#### **Priority 3 - Personal Development**

The Headteacher summarised the priorities and the actions.

In response to a question, the Headteacher confirmed that the data in the report was benchmarked against prior attainment data from 2021.

The Headteacher highlighted that the school tried to involve parents and carers as much as possible, and had sent a lot of information to parents and carers on how to help their children. They had also encouraged some families into school to help them support their children at home. A governor

asked how this was going. The Headteacher responded that many parents of Early Years children had been responsive but they had experienced less interest from some families.

#### **Priority 4 - Leadership and Management**

The Headteacher explained that the Headteacher of one school was meant to visit and complete a peer review before Christmas. Four schools were involved in the peer review but this had been disrupted by COVID. The Local Authority would conduct a review instead.

The Headteacher observed that the work in school on the curriculum was excellent and was focused on the children's needs. The Deputy Headteacher added that she had been working on gender and diversity issues. The Headteacher commented that all staff had been working exceptionally hard, and much had been accomplished.

The Chair thanked the Headteacher for the report and for all the hard work from everyone involved.

#### **6. Safeguarding**

The Headteacher reported that Caroline Wood, the Local Authority Safeguarding adviser, had provided safeguarding training for all staff this term.

#### **7. Policy Reviews**

Previously distributed.

##### **Staff code of conduct**

##### **Policy on abusive and threatening behaviour on school premises by adults**

##### **Looked After Children Policy**

##### **Intimate Care Policy**

##### **Positive Handling Policy**

**Governors unanimously approved all the above policies.**

##### **Relationship and Sex Education Policy**

A Governor had a question concerning the first paragraph in the policy and mentioned it would be difficult to include all types of families i.e. LGT, LGBT and asked would it be worth being more explicit on the range of families. The Deputy Headteacher agreed to ensure the policy was amended accordingly. The Deputy Headteacher explained that the policy had to be published on the website.

A governor asked if the school had looked at what sex education was being taught in secondary schools. The Deputy Headteacher advised that the school did not keep this information as Year 6 pupils fed through to a range of secondary schools and it would be difficult to keep track.

A governor asked if parents can withdraw their children from receiving sex education. The Deputy Headteacher confirmed that certain families had withdrawn their child, but this was rare and the school communicated with families to try to avoid this.

**Subject to the amendments discussed, governors unanimously approved the RSE Policy.**

## 8. Working party updates

### 8.1 Finance and Staffing Working Party

Mr Allen advised that the Working Party meeting had not taken place due to wifi issues but he had met separately with the SBM. He reported that the SBM had worked on the budget and it now looked more positive than the previous version. There was a predicted deficit of around £79k of which £39k relates to committed spending on the MUGA, so the true figure was around £40k, leaving a £15k deficit going forward. This was an improvement on the original budget. Mr Allen noted that the Government was putting a significant injection of funds into the education sector, and the school was expecting a grant of 35k in each of the next two years.

Mr Allen explained that he expected the school to record an in-year surplus next year, of approximately £60k and then £27k for the year after. He highlighted that there were still a number of unknowns including the impact of COVID, energy costs, and staffing. He expressed concern that the school would be adversely affected by the number of children absent with COVID on census day. The Headteacher explained that this would impact on Free School Meals income but not on overall funding – the loss overall would not be significant.

Mr Allen was thanked for his report.

### 8.2 Health and Safety Working Party

Mr Whitmore advised that there had been a recent Health and Safety inspection - the report contained some recommendations but most now had been actioned. He highlighted work on the bannisters on the Year 5/6 internal staircase as a high priority – there would be a cost to this. The inspector had also noted upstairs windows which had been painted shut which would impact on air quality. Again there would be cost to the budget if this work was undertaken.

Mr Whitmore reported that a City of York fire inspection was due to take place on 3<sup>rd</sup> February 2022 and that not all staff had completed their fire training. **Action: Headteacher**  
The school was still chasing the date of the next asbestos check with the Local Authority as the last review was completed three years ago.

Mr Whitmore referred to the Mecca Bingo site opposite the school which was due to be demolished and student accommodation built in its place. There had been objections from the local community and the school would also register concerns.

Finally, Mr Whitmore reported that a workplace inspection had taken place, with only minor issues being identified. He thanked the Headteacher and the site team for their work around the school.

The Chair thanked Mr Whitmore for his report.

### 8.3 Progress and Standards Working Party

The Chair advised that the Working Party had met in December and much of their discussions had been covered under the School Development Plan item. Teachers were working very hard with interventions and were aware of the impact of lockdowns on disadvantaged children in particular. Teachers knew their children well. The data was concerning but children were making good progress to be back on track by the end of the year.

In response to a question, Mr Snowden noted that the challenges caused by COVID had been different for each child and it had taken time to assess where the children were at. Writing had been the most affected and the school had put in place interventions. Maths had been easier to teach online. There was the same picture nationally.

#### **9. Headteacher Appraisal**

The Chair reported that she had met with Mr Whitmore and Doug Lowe to conduct the Headteacher's performance management. They had reviewed the Headteacher's targets and set new ones. The process had been very positive and they had decided to award the Headteacher one incremental point on the pay scale. The Chair confirmed that the Headteacher would receive a backdated salary increase.

A Governor asked if the increase had been included in the budget. The Chair confirmed that it had.

#### **10. Funfishers Lease**

Previously distributed

Mr Whitmore explained that he wanted to review the Funfishers lease and to confirm responsibilities and insurance. It was noted that the lease was with the Local Authority, not the school, and stated that the tenant was responsible for repairs and insurance but that there should be a safety certificate for the boiler submitted to the school. Mr Whitmore advised that the document had an end date of 31<sup>st</sup> March 2020. The Chair confirmed that the school received all of the rent from Funfishers but expressed concern that if the lease was out of date they may have no legal grounds to receive any payments. **Action: Headteacher to liaise with the Local Authority for an update.**

#### **11. Governance Matters**

The Chair asked that all governors ensure that they have completed and sent to the Clerk all of their completed safeguarding certificates and business Interest forms. **Action: clerk to review and chase any forms that remain outstanding.**

##### **11.1 Visits, keeping in touch and activities update**

There were no updates under this item.

#### **12. Any Other Urgent Business**

There was no other business.

#### **13. Correspondence**

There was no correspondence received.

#### **14. Date and Time of next meeting**

Monday 28<sup>th</sup> March 2022 at 6pm

Meeting ended 8pm

#### **Future FGB agenda items:**

<b>Action Points from the meeting of the Full Governing Body held on 24<sup>th</sup> January 2022</b>				
	<b>Action</b>	<b>Item</b>	<b>Who</b>	<b>When</b>
1	Report back re conversation with Fulford HT	5	HT	Next meeting
2	Ensure all staff complete fire training	8.2	HT	ASAP
3	Contact LA re: update on Funfishers lease	10	HT	ASAP
4	Chase governors for BI forms and safeguarding certificates	11	Clerk	Before next meeting