

**ST MATTHEW'S PRIMARY SCHOOL
FULL GOVERNING BODY - MINUTES OF ONLINE MEETING
THURSDAY 6th MAY 2019 at 19.00 pm**

PRESENT:

R Mottershead (RM) Chair
D Lucarelli (DL)
A Gurria (AG)
N Perry (NP)
C Bates (CB)
K Hehir (KH)
R Herbane (RH)
J Parkin (JP)
M Tinkler (MT)
C Jagger (CJ)
J Murphy (JM)
R Warwick (RW)

T Davies (TD) Headteacher
A Lewis (AL) Assistant Headteacher
L Steel (LS) Assistant Headteacher
R Platt ????

CLERK: E Silver

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1	APOLOGIES FOR ABSENCE There were no apologies for absence, and everyone attended the meeting online.	
2.	DECLARATIONS OF DIRECT/INDIRECT PECUNIARY INTERESTS There were no additional declarations of interest.	
3.	MINUTES OF FGB HELD ON 11TH DECEMBER 2019 The minutes of the FGB held on 11 th December 2019 were approved as a true and correct record with correction of the following errors: <ul style="list-style-type: none"> • Title – date of meeting needs correction • Page 2 – Item 3 – Purchase of books – should read buy them gifts for Christmas • Page 2 – Item 3 – School Funding consultation Matters Arising & Agreed Actions update There were no matters arising not covered under Agenda items.	
4.	RESOURCES FOR LEARNING a. Draft Minutes of the Resources Committee – 30th April 2020 RH presented the draft minutes from the Resource Committee held the previous week. The meeting had focused on reviewing the details of the proposed budget for the next financial year. b. Discussion re Proposed Budget for 2020-21 RH advised the Board that the Resources Committee had recommended the budget for approval by the Board with 1 adjustment; an increase of £8k linked to extending maternity cover so that returning teachers were not faced with teaching a class online that they had never met. It was noted that the proposed budget included a small carryover at the end of the first year with a larger carryover in subsequent years when Minimum funding levels increase. It was felt that this three-year budget sent out a very positive message; that the school	

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	<p>had made the necessary decisions to weather the recent financial storms but had been able to maintain the staffing structure. The future carryovers indicated that there may in the future be enough funding to consider development plans, but this will be dependent on if there are significant changes resulting from the COVID-19 pandemic. It will be necessary to re-visit the budget regularly over the next year to review if there are additional unanticipated costs. It is already anticipated that the proposed carry over for the next year will be needed for unforeseen expenditure arising from the impact of the virus and subsequent closing/ safe re-opening of the school.</p> <p>Governors asked about the following matters:</p> <ul style="list-style-type: none"> • Was it dangerous to submit a budget with a significant carry over forecast in the second and third years, since it could send out a message that the money is not needed. They were advised that the carryover for Year 1 is at an acceptable level and that future years are always subject to change. Whilst there has recently been discussion about whether schools could loan their surplus to local authorities there is no legal framework now in place for clawback of unspent money by the local authority. • Whether the proposed budget been discussed with our local authority financial advisor as would normally happen. The Head confirmed that the school would normally have had a visit by this point in the year, but this has not been possible this year. • Whether the budget had already been submitted – the Head confirmed this would happen after the Board approved it. The local authority does have access to the system on which it is stored and could see the document at any point but are not likely to review it until after submission. He confirmed that the last date for submission was in the next few days and he would confirm to the Co-Chairs when submission had taken place <p>Action: Head to confirm submission date for the budget to the Co-Chairs</p> <ul style="list-style-type: none"> • Recommended levels for appropriate carryover and were advised that 6.5% of the budget is the maximum carryover permitted so this budget provides no areas for concern • Whether costs associated with re-opening the school were included in the budget and if the date of re-opening would impact the costs. The Head advised that known costs were included but some of the suggestions e.g. double shifts and working in the holidays were not feasible so had not been included. Rather than the possibility of recruiting more staff there was a bigger concern as to whether there would be enough staff to keep schools open given the significant numbers that might be sick or still need to shield. The possibility of re-opening in June had been budgeted for but is not likely to be significantly different to the cost of a September opening. He acknowledged that if schools are required to do things radically differently by the government then it is likely that compensation for additional costs would also have to be offered. <p>One of the governors asked whether it would be desirable for the school to have a Reserves Policy (similar to that required for a charity e.g. 3-6 months of running costs). TD advised that there is advice that it is sensible for schools to hold 4-8% of budget but that he did not see the value of anything more detailed than having a target figure to cover unexpected costs. In addition, the Finance Link Governor meets regularly with the School Business and can review money held and likely expenditure.</p> <p>The Chair requested a physical show of hands at the meeting, followed up by an email from each governor to indicate that they approved the budget.</p> <p>The FGB unanimously approved the Proposed budget (with £8k adjustment) for 2020/21</p> <p>Actions: All governors to send an email copied to the Chair, Head and Clerk to indicate their approval of the amended budget for 2020/2021.</p>	

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	<p>c. Planning for Recruitment for September 2021</p> <p>Staff returning from maternity leave in the Summer term have requested flexible working arrangements for the Autumn term. Accommodating these requests will mean that there are a small number of vacancies plus some new maternity leave cover required for the Autumn term. In addition, there is a question as to whether teachers who are currently shielding will be able to return in the Autumn term. The Head advised that he is not keen to recruit externally for permanent positions since it is not possible to see the candidates teaching and working with children at the moment and would prefer to recruit staff that are known to the school. He is planning to fill the full-time maternity cover vacancies by internal recruitment of the excellent staff who have provided maternity cover this year. This may leave some part time positions vacant for September which he would hope to cover by asking teachers known to the school and if necessary agency staff. If necessary a full recruitment process would be carried out early in the Autumn term.</p>	
5.	<p>RAISING STANDARDS</p> <p>a) Draft Minutes of the Teaching, Learning and Outcomes Committee – 13 February 2020</p> <p>The Chair of the Committee advised that he had been unable to access the minutes (a mistake in the date of the meeting was noted).</p> <p>b) Outcomes and Draft Report of March Ofsted Inspection (considered alongside the Peer Review – outcomes and Report)</p> <p>The Head advised that both the Ofsted inspection and Peer Review visit had been very positive experiences for the school. There had been lots of discussion about the amazing work that is being done in all areas of the school. Governors commended the Head and staff on the very positive comments in both reports. TD reported that at the meeting with the SLT at the end of the ‘deep dives’ on the first day there had been excellent feedback. The SLT had therefore been a little surprised when at the end of the Ofsted visit, there had been little discussion about how the grade had been determined and the school had been advised that the Grading was ‘Good’. Whilst not concerned about this grading the team were keen to understand the specific areas where improvement was needed to bring the grading back to Outstanding. When the question was asked the two areas mentioned were:</p> <ul style="list-style-type: none"> i) Variability in children’s book – “some pupils’ writing, although good, could not be considered high quality, particularly in terms of presentation. Leaders and governors should ensure that pupils’ work across the curriculum is of a consistently high quality.” ii) Behaviour in corridors and stairwells – “some pupils are boisterous and noisy as they move about the school. Leaders and governors should ensure that the same very high expectations of pupils’ behaviour in classrooms are also applied in the corridors and stairwells.” <p>On further discussion the inspectors were unable to give specific examples of areas of concern or what the school needed to do specifically to resolve these issues. Whilst the school recognizes that these are both important issues the SMT felt there was a lack of clarity as to exactly what the inspection team were concerned about which makes it difficult to develop specific improvement plans above what is already being done every day to improve these areas. Governors agreed that both areas were important but very general and areas where considerable effort is already being expended but that with such a large and mixed ability group of children, including SEN children, it is not surprising that there is variability. Governors asked TD to define what variability meant in this specific context and he advised that this refers to whether children are making the expected progress each year from their own starting points. The Board concluded that there was no obvious new direction or action to be added to the School Development plan as a result of this report since there are already ongoing actions around both variability and behavior. The suggestion of challenging the grading was raised but it was felt that this would not be a valuable use of staff time and we are unlikely to get any more specific information than the limited discussion with the SMT at the final meeting.</p>	

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	<p>It was noted that there had been a mention at the inspection of a Safeguarding issue and the Head advised that this had simply been about an administrative error in interpretation of data from a spread sheet relating to staff who have been in post prior to introduction of DBS checks and held an equivalent CRB check.</p> <p>Governors asked whether there was any external input into the inspection, other than the meetings with staff, pupils and governors. He advised that the inspectors had spoken with our local authority advisor and he was confident that she would have been complimentary. She is relatively new to her role working with the school and on her first and only visit was very complimentary at all she saw and thought the school was outstanding.</p> <p>Governors asked about the date of publication of the report. TD advised that it had taken place only a week before the school had been closed because of Covid-19 so it was less clear what to expect. They also asked about how the inspection report should be communicated with parents when it was released. TD advised that in normal circumstances this would be done at a 'Meet the Head' meeting but given the unusual circumstances with the school closed this would not be possible until the Autumn term – over 6 months after the inspection. It was agreed that it was better for a letter to be drafted from the Chair of Governors which highlighted the positive aspects of the report and acknowledged but did not place excess focus on the change in grading. No communication of the outcome is allowed publicly until the report is released so this letter could be sent out as soon as we are aware of publication so that people did not accidentally hear about the results. Governors agreed to this action. It was agreed that it was sad that there was such limited detail or analysis of data in the new style report to help the school determine areas for improvement. It was felt that there were several areas where there had been excellent feedback from both staff and pupils about the support they received in the school which were not captured in the report.</p> <p>Action: Letter to parents to be drafted for circulation to parents when advised that Ofsted report had been released</p> <p>Governors asked whether this was likely to cause a reduction in applications for places. TD advised that places had already been allocated for September 2020 and since the school had a large waiting list it was unlikely to be a problem. He noted that it is a very positive report, and the feedback is even better than in the previous report when the school received a higher grading and he would be willing to discuss any concerns with parents.</p>	<p>Co-Chairs/ Head</p>
6.	<p>QUESTIONS AND ANSWERS RE CURRENT SITUATION</p> <p>a) Headteachers Report to the Governors (April 2020)</p> <p>Covid-19 – Current provision and re-opening of the school – TD advised that there would be an announcement the following Sunday about the possibility of schools re-opening before the Autumn term. The details are still not confirmed but it is likely that the following would be recommended:</p> <ul style="list-style-type: none"> • Partial re-opening June 1st – certain children/year groups on a part-time basis • Collapsed curriculum focused on Maths and English • Meeting with local authority to ensure consistency between different schools in the way they operate and arrangements for social distancing <p>As a result of this information he has started to draft general protocols about what the school say might look like and what cleaning regimes would need to be in place. These have been shared with the SLT and will be shared with all staff at a meeting next week. The detail will be added into these documents when exact details are known e.g. which Year groups and how many children will be allowed in school. Depending on what is expected the school may have some issues with staffing since some staff are shielding. The key focus for the school will be to ensure that staff, parents and children all feel safe and secure with the arrangements. He advised that current experience with just a small number of vulnerable and key worker's children indicated that social distancing is just not</p>	

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	<p>feasible in all situations but that arrangements will be in place to ensure that contact between different small groups is minimal e.g. staggered time outside.</p> <p>Governors asked if there had been much feedback from parents yet and TD advised that he expected this after the announcement on Sunday. Most correspondence to date has been very positive over what the school has been providing since Lockdown with a few requests for live streaming of lessons which is not possible. He advised that the Year 6 group should be included in the children attending to allow them time to get ready for their transition to secondary school. He noted that the school were aware that the children transitioning from Nursery to reception were also of concern since children learn so much in their last term before entering Reception. No parents have asked about the absence of the SATs exams. LS advised that some of the secondary schools have been in touch to get information on the children that will be joining them in the Autumn term, and they have asked for emails of Year 6 teachers and SENCOs so that they can contact teachers and parents directly and set up on-line meetings. The school have not yet heard from Parkside, but it was noted that there will be a cluster meeting the next day and secondary school have been invited to talk about the transition process. Governors expressed concern about how a hybrid situation with different children being taught in school and on line could be operated. It was noted that teachers that are still shielding could be involved in the delivery of the online schooling. TD advised that a staff meeting is planned for the following week to think about H & S issues, making the workload manageable, what needs to be done to help the children feel safe and secure. One suggestion is that half the school is in for 2 days, the other half are in for 2 days and the 5th day is used by teacher's for planning for children at home. It was noted that where schools in Europe have opened that only 20% of children have attended since parents are still very anxious and want to decide themselves when the time is right for children to return. One thing that is clear is that the tone of government messaging will need to change after the announcements on Sunday.</p> <p>Children returning will have had a wide range of experiences both good and bad whilst out of school. Planning for their return will need to include</p> <ul style="list-style-type: none"> • Looking at what are essential skills for children to access the following year – focus on key statements • Thinking about how long we will take for children to catch-up – may vary from class to class • Think about social areas where work is needed to help children return and feel safe and secure and deal with any trauma from the time at home, especially with more vulnerable learners. • There will be academic gaps for some children however the school is used to identifying these gaps and plugging them • Importance of the social side of school being emphasized at the end of term rather than just the academic <p>One of the SMT advised that contact with the families of some of our vulnerable learners has indicated that many home situations are better than the school was expecting. It was noted that for some of the children with autism there had been a clear improvement in their well-being with home learning.</p> <p>b) Safeguarding Addendum The meeting noted that this addendum had been approved by Governors by email.</p>	
6.	<p>GOVERNANCE</p> <p>a. Local Authority Governor</p> <p>It was noted that the local authority has confirmed that they would be happy for a governor of the school's choice to be the Local authority Governor. This person would simply need to submit an application and would have no additional responsibilities.</p> <p>Action: Any Governor willing to become the Local authority governor to advise the Co-Chairs</p>	

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	<p>a. Parent Governor Election The FGB currently has 2 vacancies for Parent Governors and an election will be needed to appoint to these positions, which will probably be scheduled for September. RH is looking at the possibility of electronic voting.</p> <p>b. Committee Membership It was agreed that staff governors could rotate between the 2 Committees. Rotation of other governors can also take place if preferred since it is important that governors understand all aspects of the school. It was noted that all governors are invited to all Committee meetings, the only difference is that they don't have voting rights for the other Committee, but they can attend and speak.</p> <p>c. Link Governor Visits These cannot be arranged until it is known if the school is re-opening so will be followed up after June 1st. The following were noted as being the most important to take place this term: SEND, Pupil Premium and ICT.</p> <p>d. Governor Emails The Head asked if, following the change to STMPS emails members preferred to be emailed on this account rather than their school email address and if so was it still necessary to continue to email governors on their private emails to advise them that a message had been sent. Governors confirmed that they were happy to move to the new email addresses and get papers from the Shared Google drive. It was noted that the old addresses would need to be retained and forwarded since the local authority will continue to use the @stmatthews email addresses.</p>	
7	<p>AOB There was no other business. A request was made that the updated list of Link Governors and outstanding visits be posted on the shared document drive for information.</p>	
13	<p>DATES OF FUTURE GOVERNING BODY MEETINGS 2019/20</p> <p>It is likely that another meeting will be needed before half term and possible dates will be sent by Doodle poll. The focus of meetings at the current time will be on immediate actions needing discussion rather than the usual cycle of business.</p> <p>Scheduled FGB meeting: FGB – Wed 8 July 2020</p>	
13	<p>SCHOOL IMPROVEMENT ACTIONS AND OUTCOMES FROM MEETING</p> <p>The FGB voted unanimously to approve</p> <ul style="list-style-type: none"> - the Proposed budget (with £8k adjustment) for 2020/21 <p>Actions</p> <ul style="list-style-type: none"> - Head to confirm submission date for the budget to the Co-Chairs - All governors to send an email copied to the Chair, Head and Clerk to indicate their approval of the amended budget for 2020/2021. - Letter to parents to be drafted for circulation to parents when advised that Ofsted report has been released - Any Governor willing to become the Local authority governor to advise the Co-Chairs 	

The meeting closed at 20.30

Signed:..... Date:.....