

CORBRIDGE MIDDLE SCHOOL

GOVERNING BOARD MINUTES - SUMMER TERM 2020

A meeting of the Governing Board was held on Thursday 18 June 2020 at 5pm, remotely through Google Meet.

PRESENT: Mrs J Holmes (Chair)
Mrs A Harvey
Mr M Warland
Mr P Jewitt
Mrs J Adey
Mr C Bruce
Mrs J Kennedy (Headteacher)
Mrs K Skinner
Mr T Weston
Mr M Swinney

ALSO PRESENT: Mr D Johnston (Observer)
Mrs H Pye (Clerk to Governors)

PART 1 (Classified non-confidential)

Items discussed under Part 1 of this agenda will not be classified as confidential; consequently the minutes and supporting documents should be made available to any person wishing to inspect them.

REGULAR ITEMS

1. Apologies for Absence

Apologies were received and consent given for the absence of Mr P Latham, Mr M Horn and Mrs A Leggett.

2. Membership Update

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Noted that AL had transferred category of governor type from co-opted to parent (no other nominations had been submitted for the vacancy).

The terms of office for Mark Swinney, Staff Governor and Katie Skinner, Associate Member will end on 31.8.2020. The Chair sincerely thanked both for their involvement on the governing board and for their valuable experience and expertise that they had shared.

Action: Headteacher to undertake staff governor election.

KS to arrange handover sessions with PJ and AL.

The governing board considered the profile of Christine Merrell for the vacancy of co-opted governor which was recommended by the Chair and supported by the Headteacher and TW. Other members of the governing board agreed to support the appointment. (It was noted that a

further applicant had been put forward through inspiring governance but it was proposed not to put this candidate forward for the vacancy).

Action: Clerk to action appointment.

3. Declaration of Interest in Agenda Items

Governors declared that they had no personal or pecuniary interest in any item on the agenda.

4. Consideration and Adoption of Minutes and Action Grid

Minutes of the following full governing board meeting, having been circulated to the Governors, were adopted and signed as a true record:

- 3 March 2020.

Action Grid - received for information - agreed to consider at the autumn termly meeting.

5. Committee Minutes

Governors received and agreed the minutes from the following extra-ordinary meeting of the governing board:

- 2 June 2020 - meeting held to discuss the wider reopening of the school.

6. Head Teacher's Update

Governors received the report from the Headteacher which updated on arrangements under Covid 19. The report outlined:

- Provision for vulnerable children, children with EHCP plans and children of key workers. Arrangements following reopening had gone smoothly. The Chair questioned the number of children on roll presently. This would be key workers + 41 Y6 as of today, but this varies day by day. The school did have the capacity to go to 1 more bubble but this was trying to be avoided as it would cause enormous pressure on staff. Presently the school was operating with 8 bubbles.
- Issues with school buildings - David Wootton and Dean had done a fantastic job in preparing the school building in accordance with government guidelines and in accordance with risk assessments. Some general maintenance had been undertaken but the leaking water pipe had been delayed until the summer holidays as the school did not want contractors on site with the children.
- Issues for staff working remotely - Staff all in w/c 1 June 2020. 1 teacher and 2 TA staff continue to work remotely. Suitable work has been assigned. The kitchen is planned to be reopened on 15 June.
- Support for parents/carers to help them educate their children at home - remains in place, regularly monitor the engagement of the pupils. SLT ringing parents to provide appropriate support.
- Monitoring of wellbeing and welfare of pupils - school providing range of support to its parents / pupils. Headteacher being contacted directly with any concerns.
- Monitoring of wellbeing and welfare of staff - staff meet virtually once per week or as required. Staff who are not regularly in school are contacted regularly by the Headteacher. All staff have been involved in the risk assessment process.
- Covid-19 Risk Assessment review - risk assessments shared with all staff/parents/governors/unions - subject to regular review. Potential issue with yard space

when the field is wet. Fire drill completed 17 June. Protocols all in place and shared.

Action: Equalities Impact Assessment to be completed.

- Safeguarding arrangements during Covid-19 outbreak - noted DSL arrangements and procedures for reporting safeguarding concerns.
- Staffing Update - noted new appointments and changes. Headteacher commented that PSHE curriculum may need to be tweaked when pupils return to school.
- Priorities for 2020/2021 - SLT to embark on self evaluation process and consider priorities for next year. These included:

- Update of curriculum offer for every subject, ensuring that it will meet the needs of all pupils after the period of school closure. Develop opportunities for curriculum enrichment on site.

- Ensure that the curriculum, the pastoral offer and the involvement of specialist expertise supports the mental wellbeing of all the pupils.

- Support vulnerable pupils and those for whom home learning has been challenging, to narrow any attainment or progress gaps.

- Ensure that we have sufficient teaching space to meet the needs of the curriculum.

- Effectively manage school building development to ensure a smooth transition to a new pupil entrance, school transport interchange and visitor parking.

The Chair asked, in relation to the third point, whether, in terms of catch up, could this have an impact on class organisation next year?

Headteacher assured governors that any gaps identified would be addressed as they went along.

The governing board agreed the priorities for inclusion in the SEF/SDP.

Further to the report, the Headteacher shared the responses in relation to a recent google questionnaire. The results were pleasing and the **Chair agreed to communicate via email with staff how important it was for open and honest feedback and to express the appreciation of the governing board for all their hard work during such difficult times.**

Questions:

The Chair asked about pupils not adhering to guidelines and actions taken?

The Headteacher had followed up and had requested that parents reinforce the message with their children.

The Chair questioned whether staff should wear masks?

The Headteacher advised that there was no need to wear masks, in accordance with DfE guidance.

MW asked about transport in and out of school?

The Headteacher advised that there were few children coming in by bus but protocols were in place and being followed. A number of parents were bringing their children directly into school.

7. Safeguarding Arrangements during Covid-19 outbreak

Refer to Item 6 - Headteacher's report.

8. Staffing Update

Refer to Item 6 - Headteacher's report.

9. Budget Update

Governors received and considered the following budget reports:

- Formal budget 2020/2021, Indicative budgets 2021/2022, 2022/2023 and 2023/2024.
- Finance report - March final outturn.
- 19/20 In year surplus / deficit as of March 2019.

Arising from the reports:

Noted that there were no financial reports available as yet for this financial year.

The budget 2020/2021 had been approved in April.

Some variance due to changes last year in terms of how trips were accounted for.

Chair / Headteacher made the decision that parents would be paid back for trips that would not be taking place. This had been a complicated process - the Chair thanked AH and JK for processing the refunds. Pressure was being brought upon PGL insurance for not refunding the costs - the school was seeking to ensure a refund of approximately £14,500.

The Chair asked whether much movement was expected in pupil numbers for the autumn term?

Headteacher - not much change - 3 would appeal - not concerned that numbers will be below what was expected.

Action: H Stoker to arrange a Resources Committee meeting to discuss budget issues.

Governors also discussed the Financial Support from the DFE for Extraordinary Costs and how this would impact on the school. The Headteacher was presently logging all additional costs.

10. Urgent Business

Governors discussed the following items of urgent business:

- Purchase of new dining room tables - Quotation received of £5888.
JA questioned if this was the best price that could be offered?
AH assured that this was the best deal on offer
The governing board unanimously supported the purchase at the price offered.
- Arrangements over the summer holiday period - staff were concerned that they would be asked to work over the summer period. Discussions were to be held with D Jackson once guidance was received. The Chair felt that if this was not statutory then she would not recommend that school open during the summer holidays - staff needed to have a break.
Action: The Chair would communicate this to staff via email.
The Headteacher acknowledged and appreciated the support of the governing board.
MW commented that schools should not open unless the Government stated they were legally obliged to do so. A further emergency meeting would be called if required once guidance was received.
- KS asked about transition arrangements?
Headteacher keen to have parity across the partnership - looking to put something in place for Y8's to mark them leaving the school. Considering transfer day possibly in September and possible online meetings with form tutors.
Looking at online celebration for music / sports awards.

11. Future Meetings

Governors agreed dates of future meetings as follows:

- Autumn Term 2020 - Thursday 19 November 2020 at 5pm.
- Spring Term 2021 - Thursday 4 March 2021 at 5pm.
- Summer Term 2021 - Thursday 17 June 2021 at 5pm.

There being no further business, the meeting closed at 6.11pm.

Chair _____

Date _____

PART 2 (Classified Confidential)

Matters discussed in this part of the agenda were classified as confidential and minuted as such. Any reports circulated with the agenda papers were enclosed for Governors only, coloured pink and marked "not for publication".