

NEWBOTTLE & CHARLTON C.E. PRIMARY SCHOOL

*Every Person Matters, Every Moment Counts
'I can do all this through him that gives me strength'*

**Minutes of the Full Governors' meeting
held via video link
on Thursday 23 April 2020 at 10.00am**

Present: Mrs Smith (Headteacher) Mrs Thomas
Lady Hayter (Chair) Mrs Clinch
Mrs Tyler Father Matthew
Mrs Taylor Mr Coopman
Mrs Sheasby

Apologies: Mrs Skelton

In attendance: Mr Smith (Senior Teacher & Observer)
Mrs Edge (Bursar) (left at 10.30am)
Mrs Willie (Clerk)

ACTIONS

1.	Mrs Sheasby to complete safeguarding training	Mrs Sheasby
2.	Admissions TOR to be sourced	Mrs Willie
3.	Time of Pupil Premium meeting to be clarified with Mr Smith and Mrs Taylor	Mrs Smith
4.	Additional FGB date to be clarified by email	Lady Hayter
5.	Letter to be sent to Mr Pool thanking him for his service to the school	Lady Hayter

This meeting was held via video link through Zoom Video Communications due to school closure (Covid-19)

1. Prayer

The meeting opened with prayer led by Father Matthew.

2. Welcome & Apologies for Absence

Lady Hayter welcomed everyone to the meeting. Apology as noted above which was accepted. Dr Connelly was noted as absent. All documents had been made available on the governors' zone prior to the meeting.

Protocol for Virtual Meetings

It was agreed that the Alternative Participation Protocol 2020 issued by the Local Authority (LA) be adopted as presented.

Governor Resignation – Mr Graham Pool, Parent Governor, 3 April 2020

Thanks were given to Mr Pool for all his work as a governor, for which the school and governing body are exceedingly grateful. Lady Hayter to write to Mr Pool to thank him for his service to the school.

Action: Lady Hayter

3. Declaration of interest in respect of any items on the agenda

None.

4. Urgent items for the agenda (to be taken under AOB)

None.

5. Minutes of the meeting held on 21 January 2020 & Review of Action Points

The minutes having been circulated were agreed. Minutes deferred for signing.

Review of Action Points

Please refer to the table above for outstanding actions. The following update was provided:

- Mrs Taylor had updated the governor training log and shared it on the governors' area. It was agreed this be updated annually.
- Mrs Taylor, Pupil Premium Governor, is meeting virtually with Mrs Smith and Mr Smith next week to discuss Pupil Premium.

6. Finance Update

Budget Proposal 2020-21

Documents '3 Year Summary' and '3 Year Summary Commentary' had been made available prior to the meeting. Mrs Smith explained that most of the work had been done remotely with Ms Charlotte Dennison, Senior Schools Accounting Advisor Northants County Council (NCC). Mrs Smith reported that there are differences to the proposal which had been reviewed by the Resources Committee on 24 March 2020.

Mr Coopman asked with regards to admissions looking ahead at the next three years, if high numbers of children continue to apply will having another class have to be considered. Mrs Smith stated that this would be a decision the governors would have to make, together with the Diocese and LA. Governors discussed admission numbers fluctuating over the years.

Mrs Smith clarified that staffing figures are based on having a full-time Headteacher from 1 June 2020. From 1 June 2020 Mr Smith will take on the role of Acting Head. It was noted that Mr Smith's teaching commitments have not yet been discussed in terms of his teaching being covered. Mrs Smith said she believes Mrs Bev Hemsley can cover three days' a week in years 5 and 6 when school reopens, which will enable Mr Smith to have 3 days of leadership time. Mrs Seamark, as a Higher Level Teaching Assistant (HLTA), could cover the other two days if required. Mrs Smith proposed that from 1 June 2020, if the school remains closed, Mrs Hemsley is paid for one extra day per week in order to allow Mr Smith to undertake other work. **Mr Coopman asked if this is affordable.** Mrs Smith confirmed it is affordable. Lady Hayter clarified that Mr Smith has been appointed as Acting Head from 1 June 2020 until most likely the end of the autumn term, due to the restrictions on recruitment. Mrs Smith asked if governors agree that Mrs Hemsley be paid an extra day per week from 1 June 2020 to support Mr Smith as Acting Head. When the school reopens Mrs Hemsley can move to working full-time in Ash and supporting in Birch. **Mrs Clinch asked Mr Smith if he is happy with this arrangement.** Mr Smith confirmed he is happy with the arrangement. **Mr Coopman asked Mrs Smith if her workload is higher or lower in the current situation.** Mrs Smith stated that her workload is different and that she is including Mr Smith in everything she is doing on a daily basis. Mrs Smith expressed that Mr Smith will be able to manage, especially with Mrs Hemsley assisting with Mr Smith's planning. Mrs Thomas added that she would also be happy to help with leadership. Mrs Smith advised she would speak to Mrs Hemsley today if governors were in agreement. **Mr Coopman asked if pupils in years 5 and 6 know Mrs Hemsley** and Mrs Smith confirmed that they do know her. Governors agreed that Mrs Hemsley be paid for an extra day per week and that Mrs Smith discusses this with Mrs Hemsley today.

It was proposed that the budget 2020-21 be adopted as presented. All governors voted in agreement with the proposal, motion carried.

(Mrs Edge left the meeting)

Submission of School Financial Value Standard (SFVS)

Mr Coopman confirmed he had worked with Mrs Edge in completing the SFVS, which had been submitted to the LA. A copy of the SFVS had been made available to governors.

Mrs Smith explained that due to the virus Mrs Edge had not come into work before the Easter break. Mrs Edge is now working with Ms Dennison and is happy to consider the position of Bursar in a year's time. Mrs Edge would like Ms Dennison to continue visiting once a month, which is accounted for in the budget. **Lady Hayter asked if Ms Dennison is still accessible in the current situation.** Mrs Smith confirmed that Ms Dennison is always available when she is at work on Mondays, Tuesdays and Wednesdays, on the telephone.

Newly appointed Committee Chair – Chris Coopman

It was confirmed that Mr Coopman had been elected as the Resources Chair.

7. Update from Headteacher

A report had been made available prior to the meeting and was taken as read. Document 'Home Learning Plan – Term 5' had also been circulated. The following questions were raised.

Mr Coopman asked if all pupils who are required to come into school due to being vulnerable are coming in. Mrs Smith clarified that only one family has a social worker and they come in a couple of times a week. There have been a couple of families of concern who the school are in contact with. These families are also receiving care packages. Mrs Smith added that they have had contact with most people and briefed on an issue with one family she had not had a response from to date. Lady Hayter expressed that the school had done very well in the circumstances, particularly with such short notice to close.

Mrs Tyler asked how the virtual learning is going. Mrs Smith said she feels it is going well with children signing up online. The Zoom sessions are also going well. **Mrs Taylor asked if all families have access to a computer.** Mrs Smith said they were made aware of one family who did not have a computer and they have been provided with a school laptop. Mrs Clinch thanked teachers for producing the spring term reports. Mrs Smith said she felt it was important to do these, as the summer report may not happen.

Mrs Taylor asked what may need to be done in September with regard to assessing the children. Mrs Smith stated she had discussed this with staff. Initially it will be about getting the children into the routine of learning. Some sort of assessments will have to be undertaken to establish where the children are. Mrs Thomas added that they believe the gap between the lower and higher attainers could be bigger, as some children are working hard doing everything they can, with some children doing a lot less. Mrs Smith added this is difficult to plan for but is definitely under discussion with staff.

8. Update on Headteacher Recruitment

Lady Hayter reported that the recruitment process had stopped as those being interviewed cannot be observed with the children. Three people have been short-listed, one of them being Mr Smith. All those short-listed have been informed that the process is on hold and they will be contacted in the future.

Lady Hayter raised the issue of saying goodbye to Mrs Smith and the Year 6 pupils properly and this was discussed.

Mr Coopman asked if Mrs Smith had spoken to her new school about moving her start date. Mrs Smith clarified that her new school needs her from 1 June 2020 and feels that

Newbottle & Charlton will be fine. Lady Hayter clarified that she had already discussed this with Mrs Smith.

9. Safeguarding

No safeguarding issues or concerns were brought to governors' attention.

An addendum to the Safeguarding and Child Protection Policy detailing arrangements for Covid-19 had been circulated. Mrs Smith confirmed this had been shared with parents and staff. Governors agreed to adopt the addendum as presented.

Mr Coopman asked who would be the Deputy Designated Safeguarding Lead (DDSL) when Mrs Smith leaves. It was confirmed that Mrs Thomas is now trained as a DSL.

10. Any Other Business

a) Academisation

Lady Hayter advised that Peter French, Diocesan Deputy Director of Education, had visited the school. A query relating to joining a Multi-Academy Trust (MAT) across the Diocesan boundary had been raised with Mr French during his visit. Mr French had stated that as far as he was aware no decision had been made by the Board of Education around this issue. Mr French also advised the school not to go into any MAT dominated by a large secondary school. However, with a change in Headship Mr French felt it would be a good time to join a MAT to get additional support.

11. Future meeting dates

It was agreed that an additional FGB meeting be held in order to keep governors updated prior to the next meeting scheduled for Monday 13 July 2020. Lady Hayter to email suitable dates.

Action: Lady Hayter

There being no further business the meeting ended at 10.50am.

Signed.....

Date.....