

The Federation of Holy Island & Lowick First Schools

Governing Board Minutes - Autumn Term 2020

A meeting of the Governing Board was held on Tuesday, 10 November 2020 at 5.30 p.m. remotely through Google Meet.

Invited:	Governor Type:	Start Date	End Date	Attendance:
Mr Robert O'Rourke	Authority	01/09/18	31/01/24	Yes (Chair)
Rev Adam Hood	Foundation	18/01/19	17/01/23	Yes
Rev Sarah Hills	Foundation	27/01/19	26/01/23	No
Dr Margaret Cartlidge	Foundation	16/05/19	15/05/23	Yes
Mrs Rebecca Simpson	Headteacher	01/09/18		Yes
Mrs Kim Gillings	Parent	09/01/19	08/01/23	Yes
Mrs Heather Stiansen	Staff	01/09/20	31/08/24	Yes
Mrs Nikki Gamston	Parent	20/11/20	19/11/24	Yes

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.

Opening Prayer

Rev Hood opened the meeting with a prayer.

REGULAR ITEMS

1. Election of Chair

Mr O'Rourke was elected Chair of Governors until the end of the academic year 2021.

2. Election of Vice-Chair

Mrs Gillings was elected Vice Chair of Governors for the next 6 months. The Head and Mrs Gillings agreed to set up a timetable for communications. **Action:Head/Mrs Gillings.**

3. Apologies for Absence

Apologies were received and consent given for the absence of Rev. Hills.

4. Membership Update

Governors welcomed Mrs Stiansen to her first meeting as a Staff Governor and Mrs Gamston as a Parent Governor.

Governors noted the resignation of Rev Kelsey, Mrs Strangeways and Mr Weightman and recorded thanks for their service to the school.

5. Declaration of Interest in Agenda Items

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

6. Annual Declaration of Personal or Pecuniary Interests

The Registers of Governor and Staff Interests would be circulated to governors for any amendment or additions to be made. The register would then be updated by the school and retained for audit purposes as well as being published on the school website.

Governors noted that details of their attendance at full and committee meetings were also required to be published. The Head agreed to manage this process. **Action: Head**

7. Consideration and Adoption of Minutes and Any Matters arising

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

- 4 February 2020

8. Committee Minutes

Governors noted there had been no committee meetings held during the term.

9. Annual Review of Committee Membership, Delegation to Headteacher & Terms of Reference for Committees

Governors considered committee membership, delegations arrangements in respect of the Head Teacher and terms of reference for committees and agreed the following:-

Curriculum Committee:- Mr O'Rourke, Rev Hood, Mrs Gillings, Mrs Gamston, Dr Cartlidge, Mrs Stiansen and the Headteacher.

Resources Committee:- Mr O'Rourke, Mrs Gillings, Rev Hills and the Headteacher.

10. Head Teacher's Report

Governors considered the report from the Head Teacher that had been circulated prior to the meeting. Other information circulated included:

- Covid-19 update
- Contingency Plan (plans in the event of school/local lockdown)
- Recovery Plan (assessment of student learning and how students will 'catch up')
- SEF - Autumn 2020
- SDP - October 2020
- SIP Report - Autumn 2020

Items under discussion:

- Numbers - There were 3 additional children Nursery
- **Governors enquired how had the staff been coping?** - The Head confirmed it had been quite a stressful time but that overall the staff were doing really really well. Mrs Stainsen confirmed Covid had introduced an additional layer of concern, which staff faced several times a day due to ensuring children adhered to the personal hygiene regime etc.
- Covid19 Update - Staff had noticed several gaps and were concentrating on "unravelling " these. The Head explained that the member of staff covering her teaching commitment had allowed for smaller groups of children to be taught to further identify gaps.
- **Governors asked, was the whole school now treated as one bubble?** - The Head explained during the Summer term Government guidance had only allowed for a maximum of 15 children per bubble and this had necessitated 3 bubbles being in place, which for a small school had been very difficult to manage. However, restrictions had since been relaxed and had allowed for the school to operate with one bubble of 32 children. This was much easier for staff to manage as the children can now have lunchtime and playtimes together. The risks had been carefully considered before making the decision to have one bubble and it was felt this was the best option for the school. It also allowed for whole school PE to be taken and PPA was more manageable.
- Recovery curriculum - **Governors asked how teachers were feeling about the recovery plan?** - The Head confirmed the results so far had been very encouraging. Every child has had a different experience during lockdown and this has been somewhat of a challenge. The Phonics and reading were particularly encouraging and gaps identified were being addressed. Mastery was also very positive. Staff were looking at prior learning and undertaking more in depth analysis to make previous connections etc. The majority of tasks were taking a little longer and staff were making allowances to indulge the children. Hierarchy of learning was being utilised. "Commando Joes" and PHSE were also impacting positively.

11. Budget Update

Governors received and considered a written summary of the school's current budget position which had been previously circulated.

Governors noted that a revised operational budget for 2020/2021, along with an indicative budget for 2021/2022 and 2022/2023 would need to be drawn up and submitted to the County by 1 December 2020.

Governors noted:

- The Indicative budget meeting had been scheduled for the following week
- Numbers had fluctuated across the school

Governors noted that the school must now publish the following information on the school website:

- How many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000 in the format of a table. If there are none a blank table should be published.
- a link to the webpage which is dedicated to the school on the schools financial benchmarking service.
- The Head confirmed this information had been published on the school website.

12. Schools Financial Value Statement [SFVS] 2019/2020

Guidance from Internal Audit had been shared directly with the school. This guidance explained the process for completing the SFVS this year and that the school's financial value statement 2020/21 would need to be completed and submitted to the County by 31 December 2020.

Action: The Head confirmed this had been emailed to Governors for their virtual agreement.

13. Governor's Monitoring Reports

Governors noted there had been no visits undertaken due to Covid restrictions. The Clerk advised Governors to undertake virtual monitoring and evaluation visits where possible.

- Encouraged - virtual, base SDP

14. School Voluntary Accounts

Governors had received an emailed certified copy of the school's voluntary account and noted that the accounts had been appropriately checked and validated.

15. Safeguarding Update

Governors took the opportunity to discuss safeguarding issues in the school and noted there were no significant issues to report as covered under item 10.

Governors were asked to note the changes made to Keeping Children Safe in Education.

Governors were reminded to read the document if they have not already done so and email the school to confirm they have both read and understood it. **Action: Governors**

16. LA Reports

LA reports and briefing papers had been shared with governors.

Governors noted:

- The protocol for reducing criminalisation of LAC and Care Leavers had been signed up to in spirit and the implications of the protocol on the school discussed with senior leaders.
- Governors noted the new draft Governor Code of Conduct that had been prepared for consideration by the Governing Board. Governors were reminded that the document associated with the Governor Code of Conduct was the Governor Behaviour Protocol and that both documents should be presented to any new governors joining the board before appointment. Governors agreed to adopt the Governor Code of Conduct 2020 and to adhere to it at all times. For this academic year, due to the ongoing pandemic this agreement will replace a signed hard copy.
- The HR briefing on Wellbeing, the NEOST Wellbeing Guide and a Employee Wellbeing Fact Sheet had been shared with them by HR colleagues and if any further information or advice was needed governors were advised to contact their HR adviser.

17. GDPR Update

Governors noted that the School Website Compliance Check with GDPR oversight had been completed and the checklist was attached for their information. Governors further noted that key findings and action points would be discussed between the Headteacher and DPO and completed at the earliest convenience to them.

Revisions continue to maintain the systems audit tool and schools' privacy notices. Further advice to follow in the Spring 2021 term.

18. Urgent Business

The Head wished to formally record her thanks to the Governing Board for their continued support.

19. Future Meetings

Governors agreed dates of future meetings as follows:

- Spring Term 2021 - Thursday, 4 February at 5.30 p.m.

Ch Intls.....

- Curriculum Committee - Wednesday 25 November 5.30pm
- Premises Committee - Wednesday 13 January at 5.30pm
- Summer Term 2021 - Thursday, 22 June at 5.30 p.m.

There being no further business, the meeting closed at 6.20 p.m.

FOR INFORMATION – Presentations and supporting information shared with Chairs/Vice Chairs at the termly briefing sessions are available in the governance pages at:
northumberlandeducation.co.uk/governors

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”.