

# Governing Body Meeting Minutes

**School:** St Agnes C of E Primary School

**Quorum:** 3 (met at this meeting)

**Chair:** Helen Thompson

**Clerk:** Andrew Crosbie

**Date of meeting:** 9<sup>th</sup> July 2020

**Venue:** Virtual Zoom Meeting

## Attendance

Name	Governor type	'End of Term of Office' date	Present (P)/apologies (Ap)/absent (A)
Shoab Uddin	Head Teacher (HT)	NA	P
Helen Thompson (Chair)	Foundation	07/09/22	P
Cath Collinson**	Parent Governor	01/03/21	P
Afeefah Ali*	Co-opted	01/03/22	P
Lesley Gutteridge	Co-opted	22/03/21	P
Sarah Oxley	Staff Governor	01/03/22	P
Muna Chowdhury***	Parent Governor	02/04/24	P
Bunnessa Haque	Parent Governor	02/04/24	P
Rev Eugeniah Adoyo	Foundation	N/A	Retired
Margaret Taylor	Foundation	01/09/20	Ap
Charlie Mok	LA	31/10/23	Ap
Bethan Jones	Co-opted	01/09/22	Ap

\*Joined meeting during item 4

\*\*Joined meeting during item 4

\*\*\*Left meeting after item 7

## Others present

Name	Role
Andrew Crosbie	Clerk (One Education)

## Agenda Items

<b>1</b>	<b>Apologies and welcome</b>		
The Chair welcomed everyone to the meeting, and thanked them for their flexibility in attending these virtual meetings. There were apologies from Charlie Mok, Bethan Jones and Margaret Taylor and Chair confirmed that Rev Adoyo retired as parish priest at St Agnes on 30 <sup>th</sup> June and is unlikely to be replaced by the Diocese for some time.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>2</b>	<b>Declaration of Pecuniary Interests</b>		
There were no pecuniary interests expressed regarding any of the agenda items.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>3</b>	<b>Minutes of the last meeting (21.05.20) and matters arising</b>		
The minutes of the last meeting (21.05.20) were approved as an accurate record. There were no matters arising.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Minutes of the last meeting approved.</li> </ul>	GB	

<b>4</b>	<b>Headteacher's Report</b>		
<p>HT presented his report using a new template suggested by The Key which is more Covid-19 specific, though does still include all standard items. The report summarises the key successes of the past 4 months as well as some of the challenges which the school will face up to the September re-opening and beyond.</p> <p>Attendance There have been 2 bubbles used to date, one for Y6 which has included 7 pupils since the second week of Summer 2, and the other which is mixed Y5/6 and has included 11 pupils since 6<sup>th</sup> June.</p> <p>Care provision has been provided for a total of 6 pupils across various year groups and this has worked well for them all in terms of positive development. Numbers increased from the initial lockdown number of 3, largely through social service involvement and recommendations, but also because of the efforts of the Safeguarding team trying to get more vulnerable children into school.</p> <p>Attendance has been consistent for those in the groups and recorded daily on the DfE school settings register.</p> <p>Staffing Staff have not been needed in the school every day because of pupil numbers and this has also helped to minimise the risk of infection. Staff have instead been on a weekly rota in a 5-week cycle, which has been very effective and raised no concerns. These have been a mix of teachers and support staff with a sports coach in every day.</p> <p>SLT have been in school throughout the week, with agreed days for remote working.</p> <p>All staff have been invited in to carry out CPD, Safe and Well calls, clearing old classrooms, developing home learning packs and setting up for the new year from September.</p> <p>Lockdown impacted staff in many different ways in terms of stress and anxiety but the AHTs have been fantastic in facilitating the safe return of staff into school. Provision throughout</p>			

lockdown has been testament to how SLT works closely in supporting all staff to work together and complete necessary tasks.

### Remote Learning

This has been running since lockdown and accessed by families, though for some of them it has been a challenge. Some families are struggling to persuade and monitor children in their learning, particularly as 'fatigue' sets in, and, together with issues accessing online learning, most have preferred to use the home learning packs.

Staff Governor noted that the home learning packs have worked very well. However, there are simply not enough online devices available for many families whilst other parents are also concerned about children having too much screen time. The paper copy packs are seen as giving children much more accountability.

Chair noted that the lack of sufficient devices has been a problem nationally despite government assurances that they would supply laptops through the local authorities. HT confirmed that a need had been identified for 13 laptops for CP and CIN pupils but only 4 have been provided. He subsequently emailed the LA again and was able to collect an additional 8 laptops yesterday for use by CP/CIN children. There remain other pupils, however, not in the disadvantaged categories, who still need devices. 30 obsolete laptops have been recommissioned, which can still be used by these families to at least access online learning.

Learning 'fatigue' is still an issue and one which may hang over until next term. If there are any further spikes or outbreaks of Covid-19 next term and children do need to isolate, then home learning may still be required post-September.

Q. How does school assess which children are disadvantaged?

Through the census and those recorded on SIMS. At the same time, staff are making their own decisions on priority children and families, based on the information they pick up during the Safe and Well calls.

### Safeguarding

The lockdown has shone a spotlight on safeguarding issues nationally but the work of the Safeguarding team at St Agnes is to be celebrated. This has included weekly home visits, Safe and Well calls every two weeks by teachers, weekly Zoom briefings and external specialist training accessed by the DP team and the sharing of resources with families on the website about online safety.

The school has also set up a safeguarding plan to run throughout the summer holidays for the most vulnerable families.

Q. What precisely are the plans to continue safeguarding measures over the summer?

The Safeguarding team will work alongside social services throughout. They will maintain contact via calls with CP pupils but all will have access to the safeguarding numbers, and relevant staff will be available to respond on allocated weeks. This is following advice from one of our safeguarding training providers. If visits have to be made they will be done with SLT.

*\*Afeefah Ali joined the meeting.*

### Pupils on Free School Meals

As school caterers are operating in the school kitchen again, the voucher scheme was stopped and packed lunches provided for FSM pupils, to be picked up from school. Most families would, however, have preferred to continue with the vouchers as this helps more.

For the summer scheme, all FSM pupils will be issued vouchers for the six week period via Edenred. The school will be involved in processing and administering voucher distribution as this was causing issues for many families.

#### Finance & Premises

Governors noted finance report and the extra costs related to Covid-19. The FSM voucher costs will be refunded but there has still been significant cost in terms of signage for school and cleaning and hygiene products and equipment. A Covid-19 specific cost centre has been created to capture all these costs.

The current CFR summary shows a total of £236,282 and governors asked if School Business Manager could provide a comparative figure for this time last year so that Covid-19 impact can be assessed. HT to action.

#### Building Issues

Investigative works have taken place in May to uncover the extent of damage from the historical leak and school is still await these specialist external reports to inform extent of the problem and what the next steps will be.

The current situation is that potentially a large part of the school will not be operational for EYFS from September as a result of the problem.

Q. Considering the roof issues, is HT confident that all parts of the building and all entrances/exits will be available for use by September?

Sadly, no. Assessing the situation it does not seem like school will be able to open fully, even if deemed safe to do so, as repair work will take time. It doesn't seem highly likely that work will resume or indeed finish within the summer holidays.

School is still awaiting the report from the investigative work carried out on the extent of damage on the wood in May by a company contracted by Wilmott Dixon. This will dictate next steps. HT has contacted LA through our SSQA, Liz Clarke to ensure this is dealt with ASAP and they did respond pretty quickly on the same day that Amanda Corcoran, Chief Exec, and Bob Massey (buildings for LA) had been informed.

At present SLT and Facilities Manager have planned for the very likely scenario of EYFS, Year 2T room and studio hall being closed. Alternative arrangements are in place for Y2T but EYFS would be closed. Studio hall closure is not a big issue and manageable.

Q. Is there a plan for the induction of the new Reception and Nursery pupils throughout September?

Yes, all new intakes have already had an initial transition and induction session in school with EYFS AHT in June.

All being well regarding the roof, it will be a much more staggered approach than in previous years in light of Covid-19, for Nursery for the first half term at least. New reception pupils will come in staggered with existing pupils and reviewed regularly by team. A plan has been set up to facilitate this.

Chair advised that this is a very worrying situation and the likelihood of not being able to open EYFS from September is particularly concerning. Whilst LA is fully aware of the situation it

also needs to decide quickly what will happen if the school is unable to open all departments. No advice on this has, as yet, been forthcoming.

HT proposed that the Buildings Committee, established to deal specifically with this issue, may need to exchange communications throughout the summer holidays and, if necessary, meet via Zoom, to address this important topic.

#### Health & Safety

As of last night, LA has issued a document for review on risk assessment for care provision and bubbles opening. HT still needs to discuss this with his SLT before sharing with Chair and GB via the Clerk. (Chair subsequently confirmed GB approval of this Risk Assessment via email 16.07.20).

#### Recruitment

1 NQT has been recruited to fill a vacant position in Y4 and is being inducted and trained this week.

3 TAs have been recruited for September 2020, one on a 12 month temporary contract and 2 via supply until November for class TA.

1 additional day has been allocated to 0.6 SENCO to support impact of Covid-19 related aspects for pupil support and increased SENCO.

#### Parental Engagement

Safe and Well calls been invaluable in keeping families in regular contact and these have been welcomed by all families. Over 75% of families are coming into the school regularly to pick up home learning packs. Further communications have been maintained through ParentMail, Twitter and the website.

Q. How will parents be communicated with and when about arrangements for September opening?

End of year reports will be issued on Monday 12<sup>th</sup> July and will be accompanied by a letter advising parents of the return to school process and procedures from September. This will give them a week to respond before the end of term. HT noted that another update is due from DfE in August so advice may yet change again before next term. The letter being sent to parents is quite lengthy and school will work on making it dual language at least on the website.

*\*\*Cath Collinson joined the meeting.*

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Buildings Committee to be kept updated on developments and meeting to be arranged if necessary.</li> </ul>	HT	

<b>5</b>	<b>Return to School September 2020</b>
<p>Recovery Curriculum</p> <p>HT advised that for many children the period of school closure has been very traumatic both physically and emotionally, so that when they return to school in September much of the curriculum will need to focus on health and wellbeing and support. This will be known as the Recovery Curriculum.</p>	

The Recovery Curriculum will not replace St Agnes' planned curriculum but will work alongside it and is built on 5 Levers, as a systematic, relationship-based approach to reigniting the flame of learning in each child.

AHTs will be working closely with staff on their own subject areas to introduce the levers and link them to the school's core values and vision. Talk for Writing will adopt a whole school text The Heart and the Bottle and copies of this book have been ordered for each class.

This approach has already been shared with the National Leading Expert and is very much in line with their recommendations.

In terms of the actual return to school date, Manchester City Council has offered all schools 2 'exceptional closure' days on 1<sup>st</sup> and 2<sup>nd</sup> September, in addition to normal INSET days and St Agnes will take this to help prepare for the return of its pupils on 3<sup>rd</sup> and 4<sup>th</sup> of September.

Governors approved this opening date change and SBM will amend the school calendar for 20/21 academic year accordingly.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>20/21 school calendar to be amended with September start dates.</li> </ul>	SBM	

## **6 School Evaluation Framework**

Governors reviewed the ongoing SEF document. HT was pleased to report that across all categories, and in the overall judgement, school remained Good, despite lockdown. The SEF has been discussed in two very useful QA Zoom meetings with Sheila Cairns and she was happy to agree with these judgements.

Q. Does the SEF remain relevant in the current situation when it continues to focus on standard items without even referencing Covid-19 impact?

It is essentially a snapshot of where the school was at up to March this year, after which things obviously changed dramatically. There is no doubt that lockdown has changed the narrative and school priorities, making some lines of enquiry slightly irrelevant.

The general discussion will now be more about planning for the September return to school but SEF will remain in the background in spite of Covid-19 implications.

Q. Will it be updated to reflect the past 4 months or kept as a pre-March record?

It will be reevaluated again in September to see how much of it still applies.

Chair agreed that many documents such as SEF now seem so far removed from where schools and education in general are at the moment and moving forward adjustments to these documents will need to be made.

Ofsted has indicated it will not be carrying out school inspections in the Autumn Term but it will be carrying out visits to see how schools are progressing with Recovery Curriculum and there is a strong chance that St Agnes may get a visit.

Q. Given the building issue and possibility that EYFS will not be able to return in September, how will school explain its alternative provision to potential Ofsted visit?

School will need to demonstrate effective home learning of EYFS pupils until LA is able to provide an alternative physical space for in class schooling. It was agreed that the building issue and its potential impact on Early Years does need to be highlighted in SIP.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Reference to building issues and implications on Early Years to be included in the SIP.</li> </ul>	HT	

## **7 School Improvement Plan**

The SIP is in a similar position to the SEF given current circumstances.

Q. Do the SIP priorities therefore need to change?

No, the existing priorities remain and will continue but the Recovery Curriculum will be added as another key focus. It is likely that the SIP will now span 2019 to 2021.

Q. Without any Y2 and Y6 exam results this year, will school reports be based on teachers' assessments up to March?

Yes, the school reports being issued next week will be based on teachers' judgements on pupil attitude and effort in each subject up to the start of lockdown in March.

The local authority usually gives the school its Inspection Data Summary Report (IDSR) in October but this will not be a priority this year.

Q. If school cannot be judged on data, what will it be judged on?

HT has taken guidance from The Key which advises that testing should not be high priority when children return to school. Instead, the autumn term should be used to review where pupils are in terms of learning gaps and then deliver a curriculum that starts to plug these gaps in knowledge.

There will be no national average benchmarks available so there is uncertainty about what schools will do about assessments. HT hopes that LA and DfE guidance is forthcoming on this.

Q. Is St Agnes fulfilling its statutory duty to provide parents with the opportunity to ask questions about school reports?

Yes, parents will be given one week after issue of reports to respond to HT with any comments or queries.

Q. During the current pandemic, is it possible for governors to remain actively involved in the school, albeit remotely?

Obviously there are restrictions on many of the usual practices such as lesson observations and QA monitoring, because of the use of bubbles. Moving forwards, however, Link Governor meetings could be held on Zoom, potentially involving pupils and certainly involving sharing of books and photo evidence of work. Governors could also attend future QA visits online too.

It was agreed that reference to how remote governance can work should be included in the SIP.

\*\*\*Muna Chowdhury left the meeting.

Governors noted that documents such as the SIP, and particularly the SEF, do not do justice to the outstanding work that has been done throughout the school lockdown in terms, for example, of safeguarding, health and safety and school leadership. There has been some fantastic work by many staff and yet the format of documents such as the SEF do not capture this anywhere.

Chair agreed that reports need to start reflecting and celebrating the excellent work that all staff are doing on a daily basis.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Remote governance arrangements to be referenced in SIP.</li> </ul>	HT	

## **8 Governing Body Housekeeping**

### Committee Membership

Committee membership needs to be confirmed for new governors, Muna and Bunnessa. Chair to liaise with them to see if they have any preferences.

### 20/21 Meetings Schedule

No dates for next year's meetings have been set yet, though it is likely that they will continue to be Zoom meetings for foreseeable future. The first GB meeting of autumn term is likely to be towards the end of first half term in October.

L&M Chair noted that by September it will almost be a year since this L&M Committee last met and it may be opportune to have a meeting ahead of the full GB. It was agreed that, rather than a formal meeting, more regular update calls should perhaps be made to chart progress of, for example, Recovery Curriculum. Chair, L&M Chair and HT to arrange a Zoom meeting third or fourth week in September to catch up on progress and report feedback to GB meeting.

Decisions on staging of committee meetings next year will be based on DfE guidance. Priority during lockdown has been on streamlined GB meetings only but this may revert to normal by Autumn term.

Given the importance of building works, it may be that the Buildings Committee need to 'meet' during the summer holidays to progress key decisions.

The Pay Committee will also need to meet in October.

Chair recommended that, where possible, governors try to stay aware of key developments and decisions within education throughout the summer.

Chair thanked governors for all their work and support throughout this most difficult year. She reiterated how impressed she has been with the amazing work and commitment shown by all staff at St Agnes and asked that GB's thanks be passed on to everyone in the school. Chair wished everyone a well-earned summer break.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Committee memberships to be confirmed.</li> </ul>	Chair	



	<ul style="list-style-type: none"> <li>20/21 GB meetings schedule to be finalised and circulated to governors.</li> <li>L&amp;M Zoom meeting to be scheduled for mid-September.</li> </ul>	Chair/HT	
		Chair/HT	

<b>9</b>	<b>Any Other Business</b>		
Y6 Leavers Event HT advised that there will be presentation events for Y6 leavers on 15 <sup>th</sup> and 16 <sup>th</sup> July in the school. All Governors were welcome to attend.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>Date and time of next meeting:</b>	TBC
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