

### THE GOVERNING BODY OF MOLDGREEN COMMUNITY PRIMARY SCHOOL

Minutes of the virtual meeting of the Governing Body of Moldgreen Community Primary School with a focus on Standards and Effectiveness, held at 6:30 pm on Thursday, 16<sup>th</sup> July 2020.

#### PRESENT

Mrs C Hall (Chair), Mr T Armitage, Mr A Briggs, Mr D Davies, Mr A Hancox, Mr H M Ilyas, Mrs H Pearson (Head Teacher), Mr C Shaw, Mrs H Stead, Mrs M Sykes, Mrs L Szewczyk

#### In Attendance

Ms G Brewer (Minute Clerk)

Mrs Hall commenced the meeting by expressing her appreciation of the work of staff during extremely challenging times.

Item	Minutes	Action
	STANDARD ITEMS	
74. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST.	There were no apologies for absence or declarations of interest.	
75. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS.	There were no items notified to be raised under any other business.	
76. MINUTES OF THE MEETING HELD ON 6 <sup>TH</sup> FEBRUARY 2020.	<b>RESOLVED:</b> That the minutes of the meeting held on 6 <sup>th</sup> February 2020 be approved by the Chair as a correct record and signed at a future meeting.	

Item	Minutes	Action
77. MATTERS ARISING.	<p>(a) <u>Finance and Premises - Purchase of Reading Books as a Priority (Minutes Passim)</u></p> <p>The Head Teacher confirmed that new books had been bought for September. More are required and would be bought during the new School year.</p> <p>(b) <u>Reports from Committees (Minute 50 refers)</u></p> <p>The Head Teacher confirmed that the fees for the Learning Walk with Mr Fann would be taken from the Continuous Professional Development allocation in the budget.</p> <p>(c) <u>SEF and Head Teacher's Report (Minute 52 refers)</u></p> <p>Mrs Szewczyk confirmed that the Mental Health Support Worker had visited the School and introduced herself to some parents. Four families had been referred, she had worked with one family and was now working with the second.</p> <p>(d) <u>School Vision (Minute 57 refers)</u></p> <p>It had not been possible for the working party to meet due to the restrictions imposed for Covid-19. It was agreed to tweak the current Vision and work on a new one once restrictions have eased.</p> <p><b>RESOLVED:</b> That Governors agreed to tweak the current Vision and work on a new one once restrictions have been lifted.</p>	
78. MINUTES OF THE MEETING HELD ON THE 7 <sup>TH</sup> MAY 2020.	<b>RESOLVED:</b> That the minutes of the meeting held on 7 <sup>th</sup> May 2020 be approved by the Chair as a correct record and signed at a future meeting.	
79. MATTERS ARISING.	There were no matters arising.	

Item	Minutes	Action
	SCHOOL SELF EVALUATION AND STATUTORY RESPONSIBILITY	
80. REPORTS FROM COMMITTEES - STANDARDS AND EFFECTIVENESS.	The focus of the current meeting would be on Standards and Effectiveness and would be covered in The Head Teacher's report.	
81. HEAD TEACHER'S REPORT INCLUDING GOVERNORS' QUESTIONS.	<p>The Head Teacher's report had been emailed to Governors prior to the meeting. Mrs Pearson discussed the report further, covering and expanding on aspects:</p> <p>(a) <u>Arrangements for return in September</u></p> <p>Mrs Pearson had updated the risk assessment for the return of all children in September and a copy would be emailed to governors. The staff currently shielding had to be assessed for return and a risk assessment had been sent to them.</p> <p>(b) <u>Remote learning</u></p> <p>Families without technology had been supported by the provision of paper packs of home activities. Some have been put forward for donations and have received laptops or chrome books. Others may be able to obtain a laptop through the government scheme. Shielding staff have responded to email enquiries. The celebratory blog on the School website has been popular, allowing good work to be shared and motivating the children.</p> <p><b>Q: What about the children who are disengaged with the process of learning from home?</b></p> <p><b>A:</b> It is difficult but support is available from School via telephone calls or email.</p> <p>(c) <u>Curriculum</u></p> <p>A lot of work has been done on the curriculum.</p>	Head Teacher

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	<p>The new RSE (Relationships and Sex Education) curriculum will be implemented from September but the Relationship aspect will not be focussed on until Summer 2021. Mr Millington will be leading on RSE. Parents and Governors will be consulted in the Autumn term and Mr Millington will make a presentation to Governors.</p> <p>(d) <u>Transition</u></p> <p>Key teachers would be moving up with their class. Two teachers would be leaving and an appointment had been made to the Year 3 teaching post. There would be two Year 3 and two Year 4 classes, balanced classes with a split range of aspects. There had been a lot of work undertaken to arrange this. Mrs Pearson reported that classrooms would be prepared during the summer and classes would be moved so that they were located in year group order. The ICT Unit would be stripped out to accommodate the extra class.</p> <p>(e) <u>Wraparound Care</u></p> <p>Sufficient numbers had shown interest in before and after School care and Mrs Pearson discussed the considerations with the Governors:</p> <ul style="list-style-type: none"> <li>• Fees for late pick-ups.</li> <li>• Whether there should be a discount for siblings.</li> <li>• Should places be available for the children of staff.</li> </ul> <p>The discussion centred around costs as two members of staff would need to cover the hours of the clubs. It wouldn't be possible to set up the clubs for September but the intention was to set up as soon as possible.</p> <p><b>Q: When did you have in mind to begin this?</b>  <b>A:</b> After half term, after 2 year provision has started and funding has been received for Covid-19.</p>	

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	<p><b>RESOLVED:</b> That Mrs Pearson would prepare a proposal for the wraparound care.</p> <p>(f) <u>2 Year Provision</u></p> <p>An appointment has been made to the post of Pre School Team Leader. The area next to the nursery is to be refigured over the summer holiday and the hope is that the first intake will be the week after School starts in September.</p> <p><b>Q: Can children start at any point in time?</b>  <b>A:</b> Yes, they can commence at any time as long as there is capacity.</p> <p><b>Q: How many children can attend?</b>  <b>A:</b> 12 in the morning and 12 in the afternoon.</p> <p>The provision would be term time only to begin with. Information would be posted on the school website over the summer.</p> <p>(g) <u>Safeguarding</u></p> <p>Regular weekly contact had continued with vulnerable families and welfare visits had taken place when contact hadn't been possible. This had ensured families had received the correct support. The wider opening of School had meant that a greater number of vulnerable children, including five of the children with an EHCP were back in School.</p> <p>(h) <u>Staffing</u></p> <p>In addition to the staffing changes detailed in the report, Mrs Pearson informed the Governors that the Caretaker had obtained another post and that she had placed an advert for his replacement. An appointment had been made to the Year 3 teaching post. Interviews would be held the following day for the post of Assistant Head Teacher.</p>	<p>Head Teacher</p>

Item	Minutes	Action
	<p>Recruitment would be made to fill temporary posts supporting EHCP children.</p> <p>(i) <u>Restructure of the office</u></p> <p><b>Deletion – Minute 93 refers.</b></p> <p>The Chair thanked Mrs Pearson for her report.</p>	
<p>82. A STRATEGIC APPROACH TO REDUCING THE IMPACT ON DISADVANTAGED PUPILS.</p>	<p>The Governing Body had been forwarded the questions from NGA (National Governance Association) - 'Role of governing boards in reducing the impact of COVID-19 school closures on disadvantaged pupils. What measures are in place?'</p> <p>Mrs Hall informed that a Mental Health Support Worker had worked with vulnerable families throughout closure and would continue to provide support in the next academic year. Digital lessons or paper based lessons had been sent out throughout closure alongside regular telephone calls to families. Some disadvantaged pupils had been provided with iPad's. Baseline assessments and RAG meetings had been scheduled for the Autumn term and staff training had taken place so that staff could be deployed to run catch up sessions and targeted interventions to address the gaps in learning.</p>	
<p>83. CONSIDERING THE PUPIL PREMIUM STRATEGY IN LIGHT OF COVID-19.</p>	<p>The School would adjust its strategy for spending the Pupil Premium grant funding. Governors would be given further details once the School had been allocated Government catch up funding. The Education Endowment Foundation had published a guide to help Schools spend their catch-up funding effectively The Head Teacher would consider the advice in this guide alongside her own knowledge and research to effectively adjust the Pupil Premium Strategy where required.</p>	
<p>84. STAFFING UPDATE.</p>	<p>This was already discussed in the Head Teacher's Report (Minute 81).</p>	

Item	Minutes	Action						
85. HEAD TEACHER WELLBEING/DEDICATED HEADSHIP TIME.	It was discussed that Mrs Pearson would take the time off when appropriate.							
86. SUCCESSION PLANNING.	<p>Mrs Hall informed those present at the meeting of Mrs Stead's resignation as Governor and she thanked Mrs Stead for her service.</p> <p>There would need to be expressions of interest and an election for another staff Governor.</p> <p><u>REPRESENTATION</u></p> <p><u>Resignation</u></p> <table border="0" data-bbox="548 715 1733 831"> <thead> <tr> <th data-bbox="548 715 1003 754"><u>Name</u></th> <th data-bbox="1003 715 1339 754"><u>Category</u></th> <th data-bbox="1339 715 1733 754"><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="548 791 1003 831">Helen Stead</td> <td data-bbox="1003 791 1339 831">Staff</td> <td data-bbox="1339 791 1733 831">17/07/2020</td> </tr> </tbody> </table> <p>Mr Armitage's term of office would end in November and he had expressed his interest in continuing as a Governor.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Helen Stead	Staff	17/07/2020	
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>						
Helen Stead	Staff	17/07/2020						
87. HUBs	<p>Mrs Pearson informed the Governors that Ms J Ryan from Kirklees Council had been in touch to suggest that the School work with Netherhall School, as Almondbury Community school had closed. Mrs Pearson was keen that this should happen.</p> <p>Mrs Pearson commented that the Head Teacher's in the SHINE Hub had worked well together during lockdown, consulting each other and the community.</p>							
88. SAFEGUARDING	This was already discussed in the Head Teacher's Report (Minute 81).							
	GOVERNING BODY TRAINING AND DEVELOPMENT							

Item	Minutes	Action
89. GOVERNOR ACTION PLAN - REVIEW AND UPDATED PLAN.	<p>Mrs Hall explained that the Governor action plan should be reviewed. There was no point at this moment in time but suggested that two Governors meet with Mrs Pearson in September. The Governors all felt that the day that they had spent in School in November had been very beneficial. Part of the Governor action plan included visits to the School but if restrictions wouldn't allow another day visit then it was suggested that they have a Zoom meeting with the subject Heads.</p> <p><b>RESOLVED:</b> That the Governor action plan be recirculated.</p>	Mrs Hall
90. GOVERNOR TRAINING AND GOVERNOR VISITS	<p>The restrictions due to Covid-19 meant that Governors had not made visits to the School and that Governor training had halted.</p> <p>Mrs Hall asked Mr Briggs how much of the Governor induction he had managed to complete before lockdown. He confirmed that he had completed two of the three parts.</p> <p>Mr Ilyas questioned a course that he was due to attend in December at Dewsbury Town Hall. Mrs Hall agreed to make enquiries.</p>	Mrs Hall
91. ANY OTHER BUSINESS.	There were no items to be raised under any other business.	
92. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS.	<p><b>RESOLVED:</b> That the meetings of the Governing Body be held at 6:30 pm on the following dates for the School year 2020/21:</p> <p>Thursday, 17 September 2020 – Annual AGM with a focus on Standards &amp; Effectiveness.</p> <p>Thursday, 26 November 2020 – Full Governors with a focus on Finance.</p> <p>Thursday, 4 February 2021 – Full Governors with a focus on Standards and Effectiveness.</p>	

Item	Minutes	Action
	<p>Thursday, 20 May 2021 – Full Governors with a focus on Finance.</p> <p>Thursday, 8 July 2021 – Full Governors with a focus on Standards and Effectiveness.</p>	
	SCHOOLS CONFIDENTIAL	
93. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<p><b>RESOLVED:</b> That Minute 81 (i) be excluded from the copy to be made available at the School and in addition that Minute 81 (i) be excluded as confidential under Regulation 15 (3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy to be made available to the staff Governors and observers.</p>	

The Chair closed the meeting at 8:15 pm.