

**Marfields Primary Academy
Full Governing Board Meeting
Date: 30th June 2020
Venue: Online Meeting**

Present: Sandie Isherwood (SI), Margaret Carr (MC), Gary Provis (GP) (Chair to Item 3), Margaret Gartside (Chair from Item 3), Jane Sharman (JS), Nicola Davies (ND), Clare Foster (CF), Beth Charlesworth *from 5.40pm* (BC), Mairi Rice (MR), Stuart Gruber (SG)

Invited Party: Mel Hatton to 6.04pm (School Business Manager)

Minutes taken by: Judith Provis (JP) (Clerk)

Meeting Started: 5.00 pm **Part One Meeting Finish:** 6.38 pm

Part One

Agenda	Notes	Action
1. Apologies Received & Additional AOB Items	Vice-Chair as acting Chair Apologies have been received from Chris Nield and accepted by the Chair. No additional items raised.	
2. Conflict of Interest	None noted.	
3. Membership	<p>It was highlighted that the Chair of Governors is also now a local Town counsellor. A requirement of the Articles of Association is that a position with the Local Authority is authorised by the LA for continuing with a governor position. Clarification is required as to whether this relates to the LA being Cheshire East (with input on Education) or whether this covers Town and Parish too. ? While this is clarified, are you happy for the Chair of Governors to partake in the meeting and to act in the Chair position. Confirmation by the Governors by show of hands</p> <p>Chair of Governors continues as Chair A. Thank you. I have sent a letter to gain authorisation, however the Town Council have not been requested for this before. I have declared the interest to the Town Council, however clarification is required. ? Is this then applying to CE who are responsible for Education? A. This is where I need to get clarification.</p> <p>Each year a Skills Audit is completed and this is planned for September, with information gathered before the start of next year. The Clerk confirmed that new 2019 materials are available and will be sent out the following day.</p> <p>There are currently some gaps and we need to make sure that committees are viable and quorate. The skill process will assist in</p>	

	<p>looking at committee membership, so we can restart running the committees separately, for Leadership and Management, Environment & Community Cohesion, Finance & Audit and Teaching & Learning as soon as feasible. Normally we try and have a reasonable number in each committee.</p> <p><i>Welcome to Beth (5.40pm)</i></p> <p>The Contact List has been shared online, so everyone has a copy. We are struggling with Environment and H&S. There needs to be at least one meeting in the year that is run in daylight in order to view the buildings. The members can work in a different way from before, but do need to meet at least once per term to look round the school. This will be sorted in September after the Skills Audit.</p> <p>? The Articles of Association has been brought up previously about Governors not being employees, and in the new guidelines, this shouldn't be the case.</p> <p>A. This will be discussed in Part 2.</p> <p>Please send your Skills Audit responses to the Clerk.</p>	<p>JP to send Skills Audit materials on 1st July for Governors to return by the end of term</p>
<p>4. Part One Minutes and Matters Arising</p>	<p>The Clerk noted that in order to maintain anonymity, Minutes of meetings should not contain names unless associated with actions. The March minutes have been brought into alignment with this advice, as will all minutes going forward.</p> <p>The Part One Minutes from 3rd March 2020 were Proposed and Seconded and accepted as a true record.</p> <p>There is a long list of actions. All done have been done.</p> <p>The potential new governor discussion moved to Part 2.</p>	
<p>5. Chairs Action</p>	<p>Item in Part 2</p>	
<p>6. Part One Reports from Committees and Reports from Governors with Special Responsibilities</p>	<p><i>Not applicable at this time as replaced by all governor zoom meetings; visits to school also suspended due to Covid-19 restrictions.</i></p>	
<p>7. Finance (School Business Manager)</p>	<p>Welcome</p> <p>The report is in draft and includes some of the staff changes; adding a teacher for one year and a FT TA from September. Also included are staff rises, inflation and shows a deficit for £200K. Please note that depreciation which does not come out of cash. A crib sheet is included.</p> <p>This is the first attempt. We are ahead of this currently but there is realisation that there will be some additional fundings will be coming in, providing additional cash to cover the deficit. The difficulty will be saving extra cash. We will get the PE grant and some additional funding entitlement.</p> <p>? Will there be many changes towards September?</p>	

	<p>A. This is what we will need in these strange circumstances. This highlights we are currently £110K short but it is a time to spend on the children, however, please note that we will get some additional funding plus the PE grant is not included in this budget. There are also 7 EHCP plans waiting and each brings £10K. We will be proactive to cover to the end of year 2021.</p> <p>? What about the Government Billions? Is this just for repairs?</p> <p>A. No there are 2 amounts of 1 Billion. The first is 350K for catch-up and 650K for summer clubs. The second Billion is for improving school buildings.</p> <p>? What about putting in for the new Boilers we need?</p> <p>A. We can try. Capital spending is in a separate document and this will be added in later.</p> <p>? Anything more about the budget?</p> <p>A. Please accept that this is a draft, and that if additional monies are not forthcoming, that there is the potential need for £110K from savings. We should get money for catch-up so this is the worst case, so we will break even. Please note that this is stripped down to the minimum and the budget will be kept in tight reign.</p> <p>? Do you approve using this money from savings if needed? The children are important, especially catching up what they have missed and for their mental health.</p> <p>The draft budget as proposed was approved by show of hands</p> <p>A. Thank you for your work MH <i>School Business Manager left at 6.04 pm.</i></p>	
<p>8. Principal's Report – Part One</p> <p>9. Matters Arising</p>	<p>I am happy to take questions</p> <p>? Is there any particular item you would like to talk through?</p> <p>A. I am waiting for the guidance from DfE for September opening, and trying to plan ahead. There will be bubbles of 30. The toilets are the only issue and I am waiting for the guidance to come to see what it says. I have spoken with the Covid advice line and they have not thought about the toilets.</p> <p>? What is the biggest class size?</p> <p>A. 33. In Year 4. In the morning, some pupils are taken for a special needs group, so the class goes down to 24. In September, this class of 24 in the morning will be taken by the NQT. I could have them all back on Monday.</p> <p>When Year 2/3/4/5 parents were asked, only 16 confirmed their children will return to school before the end of term out of 105!</p> <p>? Is this a lack of response or a decision not to send them back?</p> <p>A. No. All parents responded except for 7.</p> <p>? What were their reasons?</p> <p>A. Some say they do not want upset for just a couple of weeks; others say they have got into a routine, so will keep this going to September; some aren't confident in the Government scientists, especially with the recent Leicester lockdown and would rather wait.</p> <p>? Are they giving indication about September?</p> <p>A. The parents have no choice in September</p> <p>? What about if pupils don't attend?</p>	

A. There is a fine of £60, depending on circumstances.
? If parents are not working, my worry is that there is still another 10 weeks of not having to come to school. It will be so much harder to introduce school routine, to experience it and to see it. Surely coming into school is best way to go?
I have spoken to friends and asked why they are keeping their children at home. They said they just didn't want to go to school.
? Who should be making the decisions, the child or the parent?
? Should they go to school because they have to or want to?
Until they realise what they are missing!
? It is easier to stay at home, together with the children. I worry about the children's mental health for later on. How do we reinforce how important school is?
? What is our response?

A. I would like to open up to other children and need your approval to open another pod. This will be a mixed year group pod to get them started. Yesterday 15 pupils were expected however 2 did not turn up; when phoned, they had just changed their mind.

? The Government has set the expectations to go back at school and if you don't, there will be a fine or even prison. Is this right?

A. This is a scenario

Let's use a carrot rather than a stick and entice a few more children into school, as your proposal.

Governors approval by raise of hands

Let's get this publicised to encourage other children to return and be clear to parents, but they must notify school that their children will be attending.

A. We do make it a fun learning experience to help encourage the attendance. If we share the experiences for example with Y6, this will help. Initially some children were hesitant at the start of the day, but by the end, they said they had really enjoyed it. It was also not at a fast pace and more relaxed. I have a Zoom on Thursday from classroom and will encourage more to come in.

Agreed and we can validate what is happening.

Some parents do have anxiety, and some know how bad the virus can be from personal experience. Others say it is not worth it for 2 weeks.

Do tell your friends, blog on the website as great stuff is going on. We are intending to do our prizegiving. The PE staff member will be returning on Friday to do PE with Y6.

? It is not the same, but is there any way of holding a sports day as would normally do?

A. Yes we can do this. The PE teacher is arranged, and we can do this as a socially distanced sports day with the number of children available. If we could get children in for just a day, it would be great to see them.

Some parents say that kids have become clingy. They don't want the tears. If you show them what you are planning to do, that would be great. Some parents are also sharing information on WhatsApp.

Safeguarding

There are a lot of hidden issues at the moment which is likely to be massive and need to be incorporated into the budget settings.

SI to publicise current activities to parents.

SI to arrange a Sports Day

	<p>Safeguarding will be a significant issue in September. There are two inset days left and the big part will be the return; safeguarding will be acted upon.</p> <p>? Have you seen any issues more recently?</p> <p>A. A few children are a lot slimmer than they should be and a few are more chunkier.</p> <p>With potentially 3 million out of work by September, we will see a knock on. We will use the SWANS and small groups from day one and focus a lot on well-being. We will work around the novels that have been sent home. Planning is in place as this will be big. A new Safeguarding – Keeping children safe 2020 document will be available so we will need to redo our Safeguarding policy soon.</p> <p>? Have we had any children leave the school during this time?</p> <p>A. Yes a few children have left. The Heads speak with each other and sign that the safeguarding information has been passed on. This includes Alsager, Rainow and Astbury and so information will be followed up.</p>	
<p>10. School Improvement Report/Partner Report</p>	<p>? Have some of the SIP report actions already been done?</p> <p>A. Yes. Items have been worked on since January. Obviously March and June visits were cancelled. We can't afford to stand still. We will need to go back to the School Development Plan, and this will need to be reviewed in Early September,</p> <p>? Will the SIP be coming in September?</p> <p>A. There are no dates yet</p> <p>? Can we prompt this?</p> <p>A. They won't make any dates currently and we will have no visitors until Christmas, but this could change. Visitors are only for maintenance,</p> <p>? Is Ofsted not coming?</p> <p>A. They can come if necessary. So far, routine visits are stopped until 31 July, however they can still go ahead with a visit at any time if they wish to.</p>	
<p>11. Director's Report</p>	<p>There has been so much external information recently, mainly related to Covid 19, that has been shared with Governors.</p> <p>? Are there any questions on anything shared from the local authority?</p> <p>A. We do continue to work closely with the LA; they are to support as necessary. It is a changing world every week.</p>	
<p>12. Governor Development</p>	<p>You are all aware that we need to continue to develop ourselves, and Modern Governor is available now via Governor Hub. There are lots of courses available and we have our listing too. Please send copies of your certificates to the Clerk.</p> <p>The clerk confirmed that the Certificates and the updated overview of the Board training recorded during lockdown, will be stored in Governor Hub, with certificates in folders visible to the individual Governor and Clerk.</p> <p>It was confirmed that before using Governor Hub, the security of the site was confirmed. The certificates only contain the name of the Governor, course name and date completed, so there are no GDPR concerns either.</p>	<p>Governors to send course certificates to the Clerk.</p> <p>The Clerk to set-up folders for each Governor.</p>

	There are also ChESS courses that may soon open that are face-to-face. You can request to book on via the Clerk or book on yourself, however, some to have a financial impact so please check first with the Clerk so that we do not go over budget.	
13. School Policies	<p>The following policies and key documents were presented at the All Governor Online Meetings held between 3 April 2020 and 30 June 2020:</p> <ul style="list-style-type: none"> • Home Working Policy • Mental Health and Wellbeing Policy • Update of Child Protection and Safeguarding Policy with Annex (signed version on website) • Recovery Plan Risk Assessment • Business Continuity Plan • Coronavirus (Covid-19) Policy for Education. This was signed by the Chair. • <i>Behaviour and Discipline Policy (addendum)</i> <p>All formally approved by the Governors by raised hands.</p>	
14. Any Other Business	None raised.	
15. Impact Statement	<ul style="list-style-type: none"> • The first draft budget has been reviewed and agreed in principle. • Initial preparations for the September opening have been discussed and the work required for Safeguarding. • Decision made to encourage all pupils back to school before September. • Alternative engagement strategy with parents to encourage pupil support back to school. • New method of Governor training being recorded. 	
Date & Time of Next Meeting	Extraordinary meeting 9 September 2020 5pm (Online)	All to note and attend


 _____ Chair
 4th November '20
 _____ Dated